

# U. S. Government Passenger Transportation Handbook

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January 25, 2017

# FOREWARD

This handbook prescribes supplemental procedures in accordance with the federal regulations governing procurement, billing, and payment of passenger transportation services for the account of the United States Government. Information in this handbook should not be construed as modifying the regulations governing procurement, billing, passenger movement and payment of passenger transportation services.

In accordance with Public Law 105-264, October 19, 1998, the Travel and Transportation Reform Act of 1998, Section 2(a) under regulations issued by the Administrator of General Services after consultation with the Secretary of the Treasury, the Administrator shall require that Federal employees use the travel charge card established pursuant to the United States Travel and Transportation Payment and Expense Control System, or any Federal contractor-issued travel charge card, for all payments of expenses of official Government travel. The U.S. Government Transportation Request (GTR), Standard and Optional Form 1169 may only be used in certain travel situations.

Careful application of the principles and instructions in this guide will result in greater efficiency in the procurement of transportation services for the Government, improved TSP services, and conservation of travel funds.

The General Services Administration prescribes regulations governing the use of travel documents that are published in 41 CFR 102-118. The application and impact of laws can vary widely based on the specific facts involved. Given the changing nature of laws, rules and regulations, and the inherent hazards of electronic communication, there may be delays, omissions or inaccuracies in information contained in this handbook. This handbook is published to aid in the compliance of applicable travel regulations.

## Changes

This document has been substantially revised and must be reviewed in its entirety.

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# CHAPTER 1. INTRODUCTION

## **Passenger Transportation Services Furnished for the Account of the United States Government in accordance with 41 CFR 102-118.200(b).**

### **Selection of the method of transportation**

Federal Travel Regulation (FTR), 41 CFR 301-10.4 requires agencies to select the method of transportation most advantageous to the Government, when cost and other factors are considered. Under 5 U.S.C. 5733, travel of an employee must be by the most expeditious means of transportation practicable and commensurate with the nature and purpose of the employee's official duties.

### **Methods of common TSP transportation an agency may authorize**

- Airline
- Train
- Ship
- Bus
- Rental Car

### **Methods of procuring passenger transportation services**

Public Law 105-264, Section 2(a) states that the Administrator of General Services, after consultation with the Secretary of the Treasury, the Administrator shall issue regulations requiring that Federal employees use the travel charge card established pursuant to the United States Travel and Transportation Payment and Expense Control System, or any Federal contractor-issued travel charge card, for all payments of expenses of official Government travel. Public Law 105-264, Section 2(a) also provides conditions for Government Travel card usage exemption. Public Law 105-264, Section 2(b) the head of the Federal Agency or designee may exempt any payment, person, type or class of payments, or type or class of agency personnel from subsection (a) if the agency head or the designee determines the exemption to be necessary in the interest of the agency. No later than 30 days from granting such an exemption, the head of such agency or the designee shall notify the Administrator of General Services in writing of such exemption stating reasons for the exemption. Cash should be used only to pay for those expenses which, as a general rule, cannot be charged. In accordance with FTR sections 301-51.100, 301-51.101, and 301-72.3(d) Government Transportation Request (GTR) is an acceptable method of payment when no other option is available or feasible, however, its use must be documented by the head of the Federal Agency.

Such services, regardless of the procurement method specified by the agency, must be procured directly from either <sup>1</sup>Travel Management Service (TMS) or a travel agent. A travel agent may be used only as prescribed in the FTR or applicable regulations of the Department of Defense (DOD).

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<sup>1</sup> For the purposes of this handbook the term "Travel Management Service" refers to Travel Management Center (TMC), Commercial Travel Office (CTO), an electronically available system, other commercial methods of arranging travel, or an in-house system per FTR 300-3.1

Government agencies must require travelers to use TMSs for all common TSP arrangements unless an exemption is granted under 41 CFR section 301-50.3.

### **Method of Payments:**

(1) Government Contractor-issued Travel Card (GCTC)

- a. Individually billed Account (IBA)
- b. Centrally billed account (CBA)

(2) Government Transportation Request (use only when exemption has been granted)

### **ALTERNATIVE METHODS:**

- Government contractor-issued travelers check
- Cash obtained from an advance
- Frequent traveler credits
- Personal funds, including cash or a personal charge card

Agency heads or their designees may specify which of these Government-provided methods of payment, or combination thereof, travelers will use to procure official passenger transportation services.

### **Use of Contract City-Pair Fares**

Contract City-Pair fares must always be used if such fares are available, except as stated in 41 CFR 301-10.107.

### **Restrictions**

- Issuing officers and travelers must adhere to the regulations requiring the use of certificated air carriers, when available, for travel on official business. Expenditures for service furnished by a foreign flag TSP generally will be allowed only when service by a U.S. flag certificated air carrier is “unavailable”. (41 CFR 301-10.135) See Chapter 7 for details.
- It is the policy of the Government that lowest cost coach accommodations will be used for all modes of passenger transportation. Special train accommodations i.e., sleeping car, club car, reserved coach, and extra-fare trains, steam ship travel, and other than lowest cost air coach travel may only be used if authorized and approved due to special circumstances. See 41 CFR 301-10.4, 301-10.123, and 301-72.1.

## **Mandatory Terms and Conditions governing the use of U. S. Government passenger transportation documents**

The U.S. Government will not be responsible for charges exceeding those applicable to the transportation or accommodations of the type, class, or character authorized in passenger transportation documents.

The issuing official, by his signature, certifies that the requested transportation is for official business.

TSP shall not honor requests showing erasures or alterations not validated by initials of the issuing official.

TSP shall insert date on which travel commenced, if known.

Interest shall accrue from the voucher payment date on overcharges made hereunder and shall be paid at the same rate in effect on that date as published by the Debt Collection Improvement Act of 1996.

Government travel must be via the lowest cost available which meets travel requirements; e.g. Government contract fare, through, group, excursion, or reduced one-way or round-trip fare. This should be done by entering the term "lowest coach" on the U.S. Government travel document if the specific fare basis is not known.

U.S. Government passenger transportation documents must be used as method of payment for all official travel expenses.

Mandatory terms and conditions governing the use of passenger transportation documents are defined in 41 CFR 102-118.150.

Policies pertaining to travel authorization should be referred to your agency or designee for specific guidance. See (41 CFR 301-2.1).



## CHAPTER 2. GOVERNMENT CONTRACTOR-ISSUED TRAVEL CHARGE CARD (GTCC)

On November 30, 1998, the United States Government implemented a new charge card program, which replaced the American Express travel card. This program is called "GSA Smart Pay." This program issues Government Travel Charge Cards (GTCCs) as VISA or MasterCard cards. These Government contractor-issued travel charge cards (GTCC) when authorized should be used to the maximum extent possible for official travel expenses (41 CFR 301-51.100). GTCCs are issued with unique prefixes and account numbers. Official travel can be purchased using the Travel Card or the Integrated Card as shown below:



**TRAVEL CARD**



**INTEGRATED CARD**

For additional information on the Smart Pay program visit the Smart Pay website at: <https://smartpay.gsa.gov/> or contact the General Services Administration, Smart Pay Program support via email at [gsa\\_smartpay@gsa.gov](mailto:gsa_smartpay@gsa.gov) or via telephone at (703) 605-2808.

# **CHAPTER 3. U.S. GOVERNMENT TRANSPORTATION REQUEST (GTR)**

## **When to Use GTR**

Standard Form (SF) 1169 and Optional Form (OF) 1169, electronic version, U.S. Government Transportation Request (GTR) is used to procure passenger transportation services for the account of the United States (see 41 CFR 301- 51.100):

## **Purpose of the GTR**

The GTR is designed to meet the requirements of the Government and the transportation industry and serves as:

- Control - a standard accountable document.
- Certification - official travel only.
- Procurement authorization - listing of transportation services requested.
- Contract of carriage - between the Government and the TSP upon which it is drawn.
- Notice of conditions - governing the transaction.
- Billing support document - provides evidence of actual services furnished.
- Accounting and fiscal document - for obligation and liquidation of funds payable to TSPs.
- Audit document - records passenger transportation services requested and furnished.

## **Description**

The GTR, OF 1169, has replaced the SF 1169 which is no longer printed. Agencies can continue use of the SF 1169 until stock is depleted or dispose of in accordance with General Records Schedule 9 and 36 CFR 1228. OF 1169 is available electronically only.

The GTR is in bound books of 10 sets. Each set consists of SF 1169 (Original) and SF 1169-A (Memorandum Copy) on punched card stock, or in 4-part carbon-interleaved snap out assemblies consisting of an original, memorandum card copy, and two paper copies, SF 1169-B (Duplicate) and SF 1169-C (Triplicate). Each form measures 7 3/8 by 3 1/4 inches.

### BOOKS OF 10 SETS

FORM NO.	MEDIUM	FORM TITLE	COLOR
SF 1169	Card Stock	U.S. Government Transportation Request (Original)	Blue
SF 1169-A	Card Stock	U.S. Government Transportation Request (Memorandum Copy)	Buff

### INDIVIDUAL SNAPOUT ASSEMBLIES

FORM NO.	MEDIUM	FORM TITLE	COLOR
SF 1169	Card Stock	U.S. Government Transportation Request (Original)	Blue
SF 1169-B	Tissue	U.S. Government Transportation Request (Duplicate)	White
SF 1169-	Card Stock	U.S. Government Transportation Request (Triplicate)	White
SF 1169-A		U.S. Government Transportation Request (Memorandum Copy)	Buff

**Figure 1 U.S. Government Transportation Request Sets and Assemblies**

<a href="#">Print Form</a>		<b>U.S. GOVERN</b>		<a href="#">Add Values</a>		<b>TRANSPORTATION REQUEST</b>		CONTROL NUMBER <b>B-</b>		
<b>NONTRANSFERABLE - PENALTY FOR FRAUDULENT OR PRIVATE USE</b>										
BILL CHARGES TO: (Department/Agency, Bureau/Office, address including ZIP Code)			FISCAL DATA (Appropriation, authorization, etc.)					PLACE OF ISSUE		
ISSUING GOVERNMENT OFFICER (Signature and Office)										
TRAVELER (Type or Print)			OTHERS (Number)	DEPENDENT TRAVEL CHILDREN (Names and Ages)				SPOUSE		
CARRIER OR AGENT TENDERED TO										
<b>FOR CARRIER USE ONLY</b>			STOP OVER AUTHORITY	CITIES		CARRIER AND CLASS OF SERVICE (First class, coach, charter, etc.)		EXCESS BAGGAGE AUTHORIZED		
FORM AND TICKET NUMBER	AGENT'S VALUE	AUDITOR'S VALUE		FROM:					WEIGHT	PIECES
				TO:						
				TO:						
				TO:						
				TO:						
				TO:						
				TO:						
				TO:						
				TO:						
<b>TOTAL</b>			(Continue service required on the reverse)							
<b>SPECIAL ACCOMMODATIONS AND REQUIREMENTS</b>										
AUTHORIZED FOR LOCAL REPRODUCTION PREVIOUS EDITIONS ARE NOT USABLE			<b>THIS IS AN ACCOUNTABLE FORM</b>				<b>OPTIONAL FORM 1169</b> (REV. 2/2013) PRESCRIBED BY GSA FMR 41 CFR PART 102-118			

**Figure 2 Optional Form 1169, U.S. Government Transportation Request**

## **Numbering system**

At the time of printing, GTR sets and individual snap out assemblies are numbered serially with seven digits and an alphabetical prefix to distinguish civilian from military agencies as follows:

### ***Civilian Agencies:***

- Books of ten - the prefix begins with a letter and number and advances through the entire alphabet; e.g., A-0,000,001 through A-9,999,999, then B-0,000,001 through B-9,999,999, etc.
- Individual snap out assemblies - the prefix begins with the letter L and changes in reverse order to the beginning of the alphabet; e.g., K-0,000,001 through K-9,999,999, then J, etc.

### ***Military Agencies:***

- Individual snap out assemblies - the prefix begins with the letter M, and advances through the remainder of the alphabet.

## **Obtaining GTRs**

- To obtain GTR, OF 1169, follow the instructions provided via the following link: <http://www.gsa.gov/portal/forms/download/185883>. See Figure 2. Government agencies and activities should request GTR serial numbers by calling 817-850-8247 and having the following information readily available: Agency point of contact, title, email, phone, mailing address, Activity Address Code (AAC), form requested (OF 1169), and number of serial numbers needed.

**General Services Administration  
Southwest Supply & Acquisition Center  
Technical Services & Commodity Branch  
819 Taylor Street  
Fort Worth TX 76102-6124**

## **Distribution and use**

The individual GTR forms are distributed as follows:

- SF 1169, the original GTR (blue) confirms the services or accommodation requested and is given to the traveler for presentation to the ticket agent of the TSP. The SF 1169 contains conditions and instructions for the contract of transportation; a description of services authorized; and the signature, which is the certification, of the issuing officer. The SF 1169 is used as the document to support the TSP's bill for transportation charges.
- SF 1169-A, the memorandum copy (buff), and SF 1169-B and SF 1169-C, the duplicate and triplicate copies (white), are used for internal fiscal accounting purposes and distributed as directed by the regulations of the user agency.

***The GTR may be used for Government travel:***

- Via air, rail, or bus.
- Via inland water and ocean TSPs only if special circumstances justify.
- Between points within the U.S. and any other country.
- Between points outside the United States.

***The GTRs may be used to purchase:***

- Tickets and/or transportation for individual or group travel.
- Quantities of tickets or tokens under the bulk purchase plan.
- Tickets issued under blanket arrangements covering definite periods of time.
- Charter, contract, tender, or quotation services.

**Quantity (bulk) ticket purchases**

At the discretion of an agency head or his designee, an issuing officer may issue a single GTR, identified as “Bulk Purchase” (see figure 2, block 8) to procure quantities of transportation tickets, as well as tickets or tokens for intra-city transportation involving local or short-haul transit service.

These bulk purchases are restricted to the following situations:

- A continuing substantial volume of individual travel via the same mode and class of transportation is required between one origin and one destination; and
- Each one-way single fare for such transportation does not exceed \$250 for the round-trip, exclusive of Federal transportation tax; and
- Each group of tickets or tokens is to be used within any one 60-day period of a fiscal year.

Tickets so procured must be annotated: **“GOVERNMENT”** and **“NOT REDEEMABLE FOR CASH EXCEPT BY THE U.S. GOVERNMENT.”** All stocks of tickets and tokens must be subjected to specific accountability controls.

**Agency responsibility**

Each agency adopting the quantity-ticket-purchase method shall issue internal instructions clearly defining the particular circumstances and conditions under which transportation tickets may be purchased in quantity. Further, each agency shall establish specific accountability controls for stocks of tickets and tokens and for periodically reviewing its regulations to ensure maintenance of a reasonable and objective quantity purchase program.

## **Multiple ticket purchases under single (blanket) GTRs**

Federal agencies must sign agreements with TMSs (see NOTE below) in order to use blanket GTRs. Under the provisions of these agreements, a blanket GTR is issued at the beginning of each calendar week or other payment period, mutually agreed upon by the agency and the TMS, to cover all tickets issued during the period, not to exceed one month. A listing must be maintained to show the number and value of each ticket issued under the blanket GTR, as well as other information essential to agency and TSP fiscal requirements. TMSs, being agents of the TSPs, must follow TSP ticket issuing and billing procedures (see Chapter 9).

Completely unused tickets procured on a previously paid blanket GTR and all partially unused tickets shall be redeemed under the procedures utilizing SF 1170 (see Chapter 5).

## **Prohibitions**

### ***The GTR shall NOT be issued:***

- To procure individual passenger transportation services costing \$10 or less, exclusive of transportation tax (unless justified by special circumstances).
- To procure air excess baggage service costing \$15 or less for each leg of a trip (unless justified by special circumstances).
- To procure individual taxicab, airport limousine, intra-city transit, rental vehicle, or other for-hire vehicle service.
- To pay for toll road or toll bridge charges.
- To obtain transportation services not required for official business, including unauthorized extra-fare trains or planes, stopovers, and indirect routings. The GTR shall be issued only for the portion of the transportation expenses properly chargeable to the Government. Charges for services other than those authorized must be borne by the traveler and collected from him/her by the TSP or TMS.

**THE ISSUANCE OF A GTR AFTER A SERVICE HAS BEEN PERFORMED OR THE ISSUANCE OF A DUPLICATE GTR IS PROHIBITED.**

## **Control and accountability**

Agencies shall maintain accountability records, physical control of GTR stock and assigned GTR serial numbers. Effective physical control should include storage of GTR stock in a locked container or locked storage room. Employees responsible for the issuance and use of GTR forms shall be held accountable for their disposition. Travelers or those who are accountable are responsible for the custody of tickets and other transportation documents received in exchange for GTRs or other procuring instruments. Failure to safeguard such documents may result in personal liability, of the traveler or those who are accountable, if unauthorized persons use tickets or documents.

## **Lost or stolen GTRs**

The person that is accountable must report a lost or stolen GTR promptly, in writing, to the appropriate agency office. If the lost or stolen GTR shows the TSP or agent tendered to, service desired, and point of origin, then the named TSP or agent and other local TSPs must also be notified promptly in writing. **A GTR reported as lost or stolen but subsequently recovered must not be used under any circumstances.** The word “**CANCELLED**” should be marked on the face of the GTR and it should be forwarded immediately through the issuing office to the office maintaining accountability records.

## **Cancelled GTRs**

A GTR that is spoiled during preparation, cancelled, or prepared for issuance but not used should be marked “**CANCELLED**” across the face and forwarded at once through the issuing office to the office maintaining accountability records.

## **Disposing of spoiled, cancelled, or unused GTRs**

GTRs spoiled in preparation, cancelled, or otherwise unused, should be returned to the office in each agency that maintains accountability of these forms.

The accountable office must provide a list of the GTR numbers which are spoiled, cancelled, or otherwise unused to the GSA Federal Acquisition Service, Technical Services and Commodity Branch 819 Taylor Street, Room 6A24, Fort Worth, TX. 76102. After the Technical Services and Commodity Branch has notified the sender that the GTR numbers have been received the GTRs may be destroyed in accordance with applicable regulations.

The National Archives and Records Administration provide instructions for the retention and disposal of GTRs in General Records Schedule 9 and 36 CFR 1228. These instructions can be viewed online under Resources at <http://www.archives.gov/records-mgmt/grs/grs09.html>.

## **TSP validation of GTRs**

### ***TSPs or their agents (TMSs) must:***

- Not honor a GTR that is incomplete, unsigned, or shows erasures or alterations that have not been initialed by the issuing officer.
- Require that the GTRs be completely filled out and properly signed by the issuing officer so as to be valid for presentation to obtain transportation services and/or accommodations.
- Require the person presenting a valid GTR to establish his identity as the traveler or the party authorized to receive the ticket, exchange order, refund slip, or other transportation document. In the absence of satisfactory identification, the TSP will not honor the GTR.
- Not accept the memorandum card copy (SF 1169-A) or memorandum copy (OF-1169-A) of the GTR in lieu of the original (SF 1169 or OF 1169).



## **Preparing the GTR**

### ***Issuing office responsibilities***

- A GTR must be completely and properly filled out and signed by the issuing officer because:
- TSPs or their agents will not honor a GTR, which is incomplete, unsigned, or shows erasures or alterations that are not initialed by the issuing officer.
- An improperly executed GTR compromises an agency's ability to perform a technical audit of the paid GTR and pursue any overcharge claims on behalf of the Government.
- Entries other than signatures should be typed whenever possible or printed in ink. It is essential that the carbon impressions of entries be clear and easily readable on all copies.
- A GTR must be prepared and given to the TSP/TMS in exchange for each ticket. If a blanket GTR is used to purchase multiple tickets issued during a designated payment period, the GTR must be given to the TSP/TMS prior to issuance of the first ticket. Since the GTR is both a procurement document and a contract document, issuing officers are prohibited from giving only a GTR number to the TSP/TMS in lieu of an actual GTR. The memorandum card copy (SF 1169-A) must be prepared simultaneously with the original (SF 1169) and must clearly show all information other than signatures that appear on the original at the time of surrender for service.
- Government travel must be via the lowest cost fare available, which meets travel requirements; e.g., Government contract fare, through, group, excursion, or reduced one-way or round-trip fare. The lowest cost fare available is the one for which the traveler meets all conditions. The issuing officer must assure that a request is conveyed to the TSP or its agent; for the lowest cost, fully refundable coach fare available, by entering the term "lowest coach" in "CARRIER (TSP) AND CLASS OF SERVICE" (block 12) on the GTR. If the specific fare basis is known, it should also be entered in the "CARRIER (TSP) AND CLASS OF SERVICE" block of the GTR.

### ***Preparation, Issuance and distribution of the GTR***

- Defense Transportation Regulation, DTR, Part I, Appendix L provide detailed guidance on the preparation, issuance and distribution of the GTR. That guidance can be access and downloaded via the following the link:  
<http://www.ustranscom.mil/dtr/dtrp1.cfm>, then go to Appendix L.

## **Honoring of the GTR**

The GTR shall be drawn on the TSP that is expected to furnish the service. However, a TSP other than the one named may honor the GTR provided the substitute TSP furnishes comparable service. When a different service or a service of lesser value is furnished, the type of service and the name of the TSP, if other than that shown on the GTR, shall be entered on the back of the GTR in "SERVICE FURNISHED, IF OTHER THAN REQUESTED" (block 15).

That record shall be signed and dated by the TSP representative and countersigned by the traveler or person in charge of a group of travelers. The traveler or person in charge shall similarly endorse the memorandum card copy (SF 1169-A). If the original and the memorandum card copy are unavailable, the traveler or person in charge shall promptly forward written notification of the change to the office that issued the GTR. The TSP shall bill charges for the changed or lesser cost service to avoid subsequent adjustments with the Government.

### ***Lowest cost available fare***

The annotation "lowest coach" placed on the GTR means lowest cost fully refundable coach fare. Unless the GTR expressly specifies otherwise, TSPs and their agents must provide the Government traveler with the lowest cost fully refundable coach fare available, which meets traveler requirements when issuing a ticket in exchange for a GTR.

### ***GTRs for rail service***

Issuance and use of sleeping or parlor car tickets when accommodations are not assigned:

- (a) At the time a traveler presents a GTR authorizing sleeping or parlor car accommodations, the ticket agent shall issue a ticket therefor even if there is no guarantee that the accommodations will be available. This situation arises when a reservation cannot be made in advance for sleeping or parlor car service authorized to begin:
  - (1) At an intermediate point;
  - (2) At the initial point of travel but space is currently exhausted; or
  - (3) At the return portion of a round trip.
- (b) It is incumbent upon the traveler holding such ticket to obtain an actual space assignment immediately upon arrival at the point where the authorized accommodations are to be furnished. When the service supplied is different or of a lesser value than that authorized by the ticket, the traveler shall secure written acknowledgment of that fact from the local ticket agent or conductor assigning the space and submit it promptly with a written report of the facts and circumstances, including reference to the number of the GTR exchanged for the ticket, to the office that issued the GTR. The traveler shall also forward with that report any unused tickets or transportation coupons in his possession.

### ***En route honoring of GTRs or rail and sleeping or parlor car services:***

- (a) When there is no ticket agent on duty, necessitating that tickets for rail transportation and/or sleeping or parlor car services be obtained at the nearest available point en route, the conductor shall:
  - (1) Honor the GTR to the first station en route where such tickets can be obtained;
  - (2) Endorse on the back of the GTR over his signature the points between which it was honored without tickets; and
  - (3) Obtain the signature of the traveler below the endorsement.
- (b) The ticket agent at the station en route shall issue rail and/or sleeping or parlor car tickets from the initial point of service authorized on the GTR in exchange for the GTR.

***En route honoring of GTRs for sleeping or parlor car services only.***

When a GTR is presented on the train for sleeping or parlor car accommodations only, it shall be honored by the conductor.

***Rail service accommodation charges***

When rail transportation and sleeping or club car accommodations are authorized, a single GTR should be issued for both services. However, if the accommodations are authorized after the rail transportation GTR has been issued, a separate GTR may be issued to the TSP furnishing the sleeping or club car ticket. In these instances, the issuing officer or the traveler must cross-reference the original or memorandum card copy of each GTR, whichever is available, to the other by serial number; such as, "In connection with GTR (insert serial number)" (block 8).

***Honoring of GTRs by bus driver***

- (a) When a GTR is presented directly to a bus driver:
  - (1) At a bus station not supplied with the proper ticket forms;
  - (2) At a non-agent station or flag stop; or
  - (3) At a station at which the ticket office is not open for the sale of tickets, the bus driver shall honor the GTR to destination or arrange for its exchange for a ticket at some intermediate point.
- (b) When the GTR is exchanged at an intermediate ticket office it must be endorsed on the back in "SERVICE REQUIRED, Continued" (block 8A) to show clearly that, transportation was furnished from the point of origin of travel, not from the intermediate point at which the GTR was exchanged for a ticket. The bus driver and the traveler normally will sign this endorsement.

### **Where to get help**

Question concerning preparation and processing of GTRs should be directed to your agency's travel or transportation office.

Department of Defense (DoD) travelers should contact their local transportation offices. Transportation Officers should direct questions to their area command or refer to the Defense Transportation Regulation (DTR) Part 1, Appendix L, para. E.

## Examples of GTRs Covering Specific Travel Situations

BILL CHARGES TO (Department/agency, bureau/office, address including ZIP code)			FISCAL DATA (Appropriation, authorization, etc.)		PLACE AND DATE OF ISSUE	
General Services Administration 1500 E. Bannister Rd. Kansas City, MO 64131-2898					Washington, DC 20405	
ISSUING GOVERNMENT OFFICER (Signature and office) <i>M.C. Gates</i> M.C. Gates, Transportation Office			Period covering 04-18-00 thru 04-22-00		04-15-00	
TRAVELER (Type or name) Various			OTHER (Number) ---	DEPENDENT TRAVEL CHILDREN (Name and age) <input type="checkbox"/> SPOUSE	SPECIAL ACCOMMODATIONS AND REQUIREMENTS -----	
CARRIER OR AGENT TENDERED TO ABC Travel Agency			STOP OVER AUTH. ---	CITIES FROM: Various	CARRIER AND CLASS OF SERVICE (First class, coach, charter, etc.) Various	EXCESS BAGGAGE AUTHORIZED WEIGHT    PIECES Various
FOR CARRIER USE ONLY				TO: Various	Lowest fare available	
FORM AND TICKET NUMBER	AGENT'S VALUE	AUDITOR'S VALUE		TO: -----	in class of service	
				TO: -----	requested.	
				TO: -----		
				TO: -----		
TOTAL ▶				(Continue service required on the reverse)		
DO NOT fold, staple, or mutilate 7540-00-604-4363			1169-130		U.S. GOVERNMENT TRANSPORTATION REQUEST Nontransferable—Penalty for fraudulent or private use	
					STANDARD FORM 1169 (REV. 4-80) PRESCRIBED BY GSA, FPMR (41 CFR) 101-41.2	

Figure 3 "Blanket" GTR purchase of airline tickets issued by a Government Travel Management Service for a one-week period

NOTE: Use of travel agents for Government travel is restricted (see the Federal Travel Regulation, 41 CFR 301-50.5).

BILL CHARGES TO (Department/agency, bureau/office, address including ZIP code)			FISCAL DATA (Appropriation, authorization, etc.)		PLACE AND DATE OF ISSUE	
General Services Administration 1500 E. Bannister Rd. Kansas City, MO 64131-2898			123.4 D06Y1234 94 12 DD9 123		Washington, DC 20405	
ISSUING GOVERNMENT OFFICER (Signature and office) <i>M.C. Gates</i> M.C. Gates, Transportation Office					04-20-00	
TRAVELER (Type or name) Joan Cross			OTHER (Number) No	DEPENDENT TRAVEL CHILDREN (Name and age) <input type="checkbox"/> SPOUSE	SPECIAL ACCOMMODATIONS AND REQUIREMENTS -----	
CARRIER OR AGENT TENDERED TO East West Airlines			STOP OVER AUTH. Yes	CITIES FROM: WAS (DCA)	CARRIER AND CLASS OF SERVICE (First class, coach, charter, etc.) EW QCA Lowest coach	EXCESS BAGGAGE AUTHORIZED WEIGHT    PIECES None
FOR CARRIER USE ONLY				TO: DEN	EW QCA Lowest coach	None
FORM AND TICKET NUMBER	AGENT'S VALUE	AUDITOR'S VALUE		TO: WAS (DCA)	EW QCA Lowest coach	None
				TO: -----		
				TO: -----		
				TO: -----		
TOTAL ▶				(Continue service required on the reverse)		
DO NOT fold, staple, or mutilate 7540-00-604-4363			1169-130		U.S. GOVERNMENT TRANSPORTATION REQUEST Nontransferable—Penalty for fraudulent or private use	
					STANDARD FORM 1169 (REV. 4-80) PRESCRIBED BY GSA, FPMR (41 CFR) 101-41.2	

Figure 4 Individual GTR for round-trip air service at the negotiated Government contract city pair fare (where the specific fare is known).



BILL CHARGES TO (Department/agency, bureau/office, address including ZIP code) <b>General Services Administration</b> <b>1500 E. Bannister Rd.</b> <b>Kansas City, MO 64131-2898</b>			FISCAL DATA (Appropriation, authorization, etc.) 123.3 ZZ7Y3412 94 12 ZZO 123		PLACE AND DATE OF ISSUE <b>Denver, CO</b> <b>80225</b> 04-19-00	
ISSUING GOVERNMENT OFFICER (Signature and office) <i>Dave Johnson</i> <b>Dave Johnson, Administrative Svcs.</b>			TRAVELER (Type or print) <b>Robert L. Owen</b>		OTHER (Number) <b>5</b>	
CARRIER OR AGENT TENDERED TO <b>North South Airlines</b>			DEPENDENT TRAVEL CHILDREN (Name and age): <input checked="" type="checkbox"/> SPOUSE <b>Christy-13 Suzie</b> <b>Bill-11; Bob-5; Amy-7</b>		SPECIAL ACCOMMODATIONS AND REQUIREMENTS <b>Excess baggage authorized</b>	
FOR CARRIER USE ONLY FORM AND TICKET NUMBER AGENT'S VALUE AUXILIARY'S VALUE			STOP OVER AUTH. CITIES FROM: <b>DEN</b>		CARRIER AND CLASS OF SERVICE (First class, coach, etc.) <b>NS KDG Lowest coach</b>	
			TO: <b>SFO</b>		EXCESS BAGGAGE AUTHORIZED WEIGHT PRICES <b>--- 6</b>	
			TO: <b>HNL</b>		<b>EW KDG Lowest coach</b> <b>--- 6</b>	
			TO: -----			
			TO: -----			
			TO: -----			
TOTAL ▶			(Continuous service required on the reverse)			
DO NOT fold, staple, or mutilate 7540-50-534-4383			U.S. GOVERNMENT TRANSPORTATION REQUEST Non-transferable—Penalty for fraudulent or private use		STANDARD FORM 1189 (REV. 4-85) PRESCRIBED BY GSA, FPMR (41 CFR) 101-41.2	

Figure 7 Domestic one-way Government contract air service via two Government contract TSPs with an authorized stopover and excess baggage, permanent change of station, for a family of six traveling on the same airplane (where the specific fare basis is NOT known)

BILL CHARGES TO (Department/agency, bureau/office, address including ZIP code) <b>Transportation Operations</b> <b>Defense Finance and Accounting Ctr.</b> <b>Indianapolis, IN 46249-0611</b>			FISCAL DATA (Appropriation, authorization, etc.) 5783500 328 5781.OH 0080 503725 TAC:F87E		PLACE AND DATE OF ISSUE <b>Bayonne, NJ</b> <b>07002-5301</b> 04-16-00	
ISSUING GOVERNMENT OFFICER (Signature and office) <i>J.W. Smith</i> <b>J.W. Smith, LCDR, SC USN Chief, TMD</b>			TRAVELER (Type or print) <b>Joseph Anthony</b>		OTHER (Number) <b>2</b>	
CARRIER OR AGENT TENDERED TO <b>OTAS Travel, Inc.</b>			DEPENDENT TRAVEL CHILDREN (Name and age): <input checked="" type="checkbox"/> SPOUSE <b>Jane-1 (free)</b>		SPECIAL ACCOMMODATIONS AND REQUIREMENTS <b>Excess baggage authorized</b>	
FOR CARRIER USE ONLY FORM AND TICKET NUMBER AGENT'S VALUE AUXILIARY'S VALUE			STOP OVER AUTH. CITIES FROM: <b>London (LGW)</b>		CARRIER AND CLASS OF SERVICE (First class, coach, etc.) <b>EW Lowest coach</b>	
			TO: <b>NYC (JFK)</b>		EXCESS BAGGAGE AUTHORIZED WEIGHT PRICES <b>--- 2 ea.</b>	
			TO: <b>WAS (DCA)</b>		<b>NS Lowest coach</b> <b>--- 2 ea.</b>	
			TO: <b>London (LGW)</b>		<b>EW Lowest coach</b> <b>--- 2 ea.</b>	
			TO: -----			
			TO: -----			
TOTAL ▶			(Continuous service required on the reverse)			
DO NOT fold, staple, or mutilate 7540-50-534-4383			U.S. GOVERNMENT TRANSPORTATION REQUEST Non-transferable—Penalty for fraudulent or private use		STANDARD FORM 1189 (REV. 4-85) PRESCRIBED BY GSA, FPMR (41 CFR) 101-41.2	

Figure 8 International air service with authorized stopovers and excess baggage for family of three on "home leave"; child to be carried free; spouse and dependent child traveling on a different airplane (where the specific fare basis is NOT known). See Chapter 7 for restrictions on the use of foreign-flag TSPs).

BILL CHARGES TO (Department/Agency, bureau/office, address including ZIP code)			FISCAL DATA (Appropriation, authorization, etc.)			PLACE AND DATE OF ISSUE	
<b>Transportation Operations</b> <b>Defense Finance and Accounting Ctr.</b> <b>Indianapolis, IN 46249-0611</b> ISSUING GOVERNMENT OFFICER (Signature and office) <i>J.W. Smith</i> <b>J.W. Smith, LCDR, SC USN Chief, TMD</b>			5783500 328 5781.OH 0080 503725 TAC:F87E			<b>Bayonne, NJ</b> <b>07002-5301</b> 04-01-00	
TRAVELER (Type or print) <b>George L. Jones</b>			OTHER (Number) <b>No</b>	DEPENDENT TRAVEL CHILDREN (Name and age): <input type="checkbox"/> SPOUSE	SPECIAL ACCOMMODATIONS AND REQUIREMENTS		
CARRIER OR AGENT TENDERED TO <b>East West Airlines</b>			STOP OVER AUTH. <b>No</b>	CITY FROM: <b>NYC (JFK)</b>	CARRIER AND CLASS OF SERVICE (First class, coach, charter, etc.)		EXCESS BAGGAGE AUTHORIZED
FOR CARRIER USE ONLY							
FORM AND TICKET NUMBER	AGENT'S VALUE	AUDITOR'S VALUE		TO: <b>ROM</b>	<b>EW Lowest coach</b>		WEIGHT <b>None</b>
			<b>Yes</b>	TO: <b>NAP</b>	<b>ZZ Lowest coach</b>		<b>None</b>
				TO: -----			
				TO: -----			
				TO: -----			
TOTAL ▶				(Continue service required on the reverse)			
DO NOT USE, specify, or modify 1100-130 7540-00-434-4263			U.S. GOVERNMENT TRANSPORTATION REQUEST Nontransferable—Penalty for fraudulent or private use				STANDARD FORM 1189 (REV. 4-85) PRESCRIBED BY GSA, FPMR (41 CFR) 101-41.5

Figure 9 International one-way air service with a change of TSPs in Rome; no stopover authorized in Rome (where the specific fare basis is NOT known).

BILL CHARGES TO (Department/Agency, bureau/office, address including ZIP code)			FISCAL DATA (Appropriation, authorization, etc.)			PLACE AND DATE OF ISSUE	
<b>Transportation Operations</b> <b>Defense Finance and Accounting Ctr.</b> <b>Indianapolis, IN 46249-0611</b> ISSUING GOVERNMENT OFFICER (Signature and office) <i>J.W. Smith</i> <b>J.W. Smith, LCDR, SC USN Chief, TMD</b>			5783500 328 5781.OH 0080 503725 TAC:F87E			<b>Bayonne, NJ</b> <b>07002-5301</b> 04-15-00	
TRAVELER (Type or print) <b>George L. Jones</b>			OTHER (Number) <b>No</b>	DEPENDENT TRAVEL CHILDREN (Name and age): <input type="checkbox"/> SPOUSE	SPECIAL ACCOMMODATIONS AND REQUIREMENTS		
CARRIER OR AGENT TENDERED TO <b>East West Airlines</b>			STOP OVER AUTH. <b>No</b>	CITY FROM: <b>NYC (JFK)</b>	CARRIER AND CLASS OF SERVICE (First class, coach, charter, etc.)		EXCESS BAGGAGE AUTHORIZED
FOR CARRIER USE ONLY							
FORM AND TICKET NUMBER	AGENT'S VALUE	AUDITOR'S VALUE		TO: <b>ROM</b>	<b>EW Lowest coach</b>		WEIGHT <b>---</b>
			<b>Yes</b>	TO: <b>NAP</b>	<b>ZZ Lowest coach</b>		<b>125 lbs.</b>
				TO: -----			
				TO: -----			
				TO: -----			
TOTAL ▶				(Continue service required on the reverse)			
DO NOT USE, specify, or modify 1100-130 7540-00-434-4263			U.S. GOVERNMENT TRANSPORTATION REQUEST Nontransferable—Penalty for fraudulent or private use				STANDARD FORM 1189 (REV. 4-85) PRESCRIBED BY GSA, FPMR (41 CFR) 101-41.5

Figure 10 Air transportation for unaccompanied excess baggage (where the fare basis is NOT known); show the total number of pieces for U.S. Flag-TSPs and the total weight for foreign-flag TSPs.



BILL CHARGES TO (Department/agency, bureau/office, address including ZIP code)			FISCAL DATA (Appropriation, authorization, etc.)			PLACE AND DATE OF ISSUE		
<b>General Services Administration</b> 1500 E. Bannister Rd. Kansas City, MO 64131-2898 ISSUING GOVERNMENT OFFICER (Signature and office) <i>M.C. Gates</i> M.C. Gates, Transportation Office			123.4 DO6Y1234 94 12 DD9 123			Washington, DC 20405 4-20-00		
TRAVELER (Type or print) <b>Kent Hunt</b> CARRIER OR AGENT TENDERED TO <b>North South Airlines</b>			OTHER (Number) No	DEPENDENT TRAVEL CHILDREN (Name and age): <input type="checkbox"/> SPOUSE -----	SPECIAL ACCOMMODATIONS AND REQUIREMENTS Dog, "Trooper", 39 lbs., large kennel. Caution, may bite!			
FOR CARRIER USE ONLY FORM AND TICKET NUMBER    AGENT'S VALUE    AUDITOR'S VALUE			STOP OVER AUTH. Yes	CITIES FROM: WAS (IAD)	CARRIER AND CLASS OF SERVICE (First class, coach, charter, etc.)		EXCESS BAGGAGE AUTHORIZED	
				TO: ATL	NS KDG Lowest coach		None	
				TO: WAS (IAD)	NS KDG Lowest coach		None	
				TO: -----				
				TO: -----				
				TO: -----				
TOTAL ▶								
DO NOT USE, optional, or multiple 7540-00-034-4362 1189-130			U.S. GOVERNMENT TRANSPORTATION REQUEST			STANDARD FORM 1189 (REV. 4-80)		
			Non-transferable—Penalty for fraudulent or private use			PRESCRIBED BY GSA, FPMR (41 CFR) 101-41.2		

Figure 11 Round-trip Government contract air service (where the specific basis is NOT known). One government traveler with a Government dog on official business.

Note: Contact the airlines in advance to determine their rules and restrictions for the transportation of live animals. A Government Bill of Lading (SF 1103) rather than a GTR should be used for the transportation of unaccompanied animals.

BILL CHARGES TO (Department/agency, bureau/office, address including ZIP code)			FISCAL DATA (Appropriation, authorization, etc.)			PLACE AND DATE OF ISSUE		
<b>Transportation Operations</b> Defense Finance and Accounting Ctr. Indianapolis, IN 46249-0611 ISSUING GOVERNMENT OFFICER (Signature and office) <i>Arthur Brown</i> Arthur Brown, Administrative Svcs.			6782400 832 5871.OK 0981 305			Los Angeles, CA 90007 04-12-00		
TRAVELER (Type or print) <b>Michael M. Mathews</b> CARRIER OR AGENT TENDERED TO <b>RAILPAX</b>			OTHER (Number) No	DEPENDENT TRAVEL CHILDREN (Name and age): <input type="checkbox"/> SPOUSE -----	SPECIAL ACCOMMODATIONS AND REQUIREMENTS -----			
FOR CARRIER USE ONLY FORM AND TICKET NUMBER    AGENT'S VALUE    AUDITOR'S VALUE			STOP OVER AUTH. Yes	CITIES FROM: Los Angeles, CA	CARRIER AND CLASS OF SERVICE (First class, coach, charter, etc.)		EXCESS BAGGAGE AUTHORIZED	
				TO: San Diego, CA	RAILPAX Lowest coach		None	
				TO: Los Angeles, CA	RAILPAX Lowest coach		None	
				TO: -----				
				TO: -----				
				TO: -----				
TOTAL ▶								
DO NOT USE, optional, or multiple 7540-00-034-4362 1189-130			U.S. GOVERNMENT TRANSPORTATION REQUEST			STANDARD FORM 1189 (REV. 4-80)		
			Non-transferable—Penalty for fraudulent or private use			PRESCRIBED BY GSA, FPMR (41 CFR) 101-41.2		

Figure 12 Round-trip rail service using Government contract TSP (where the specific fare basis is NOT known).

BILL CHARGES TO (Department/Agency, bureau/office, address including ZIP code)			FISCAL DATA (Appropriation, authorization, etc.)		PLACE AND DATE OF ISSUE	
<b>Transportation Operations</b> <b>Defense Finance and Accounting Ctr.</b> <b>Indianapolis, IN 46249-0611</b>			5783500 328 5781.OH 0080 503725 TAC:F87E		<b>Bayonne, NJ</b> <b>07002-5301</b> 04-18-00	
ISSUING GOVERNMENT OFFICER (Signature and office)			DEPENDENT TRAVEL CHILDREN (Name and age): <input type="checkbox"/> SPOUSE		SPECIAL ACCOMMODATIONS AND REQUIREMENTS	
<i>J.W. Smith</i> <b>J.W. Smith, LCDR, SC USN Chief, TMD</b>			<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		<b>Metroliner coach</b>	
TRAVELER (Type or print)			CITIES		CARRIER AND CLASS OF SERVICE (First class, coach, charter, etc.)	
<b>Ruth E. Ryder</b>			FROM: <b>Washington, DC</b>		<b>RAILPAX MOGF</b>	
CARRIER OR AGENT TENDERED TO			TO: <b>New York, NY</b>		<b>RAILPAX MOGF</b>	
<b>RAILPAX</b>			TO: <b>Washington, DC</b>		<b>RAILPAX MOGF</b>	
FOR CARRIER USE ONLY			TO: -----		TO: -----	
FORM AND TICKET NUMBER			TO: -----		TO: -----	
AGENT'S VALUE			TO: -----		TO: -----	
AUDITOR'S VALUE			TO: -----		TO: -----	
TOTAL ▶			TO: -----		TO: -----	
DO NOT fold, staple, or mutilate 7549-00-024-1263 1189-130			U.S. GOVERNMENT TRANSPORTATION REQUEST Non-transferable—Penalty for fraudulent or private use		STANDARD FORM 1189 (REV. 4-85) PRESCRIBED BY GSA, FPMR (41 CFR) 101-41.2	

Figure 13 Round-trip rail service using Government contract TSP Metroliner coach (where the specific fare basis is known).

BILL CHARGES TO (Department/Agency, bureau/office, address including ZIP code)			FISCAL DATA (Appropriation, authorization, etc.)		PLACE AND DATE OF ISSUE	
<b>General Services Administration</b> <b>1500 E. Bannister Rd.</b> <b>Kansas City, MO 64131-2898</b>			123.4 DO6Y1234 94 12 DD9 123		<b>Washington, DC</b> <b>20405</b> 04-20-00	
ISSUING GOVERNMENT OFFICER (Signature and office)			DEPENDENT TRAVEL CHILDREN (Name and age): <input type="checkbox"/> SPOUSE		SPECIAL ACCOMMODATIONS AND REQUIREMENTS	
<i>M.C. Gates</i> <b>M.C. Gates, Transportation Office</b>			<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		<b>Roomette</b>	
TRAVELER (Type or print)			CITIES		CARRIER AND CLASS OF SERVICE (First class, coach, charter, etc.)	
<b>Henry Stapleton</b>			FROM: <b>Washington, DC</b>		<b>RAILPAX</b>	
CARRIER OR AGENT TENDERED TO			TO: <b>Chicago, IL</b>		<b>RAILPAX</b>	
<b>RAILPAX</b>			TO: <b>Washington, DC</b>		<b>RAILPAX</b>	
FOR CARRIER USE ONLY			TO: -----		TO: -----	
FORM AND TICKET NUMBER			TO: -----		TO: -----	
AGENT'S VALUE			TO: -----		TO: -----	
AUDITOR'S VALUE			TO: -----		TO: -----	
TOTAL ▶			TO: -----		TO: -----	
DO NOT fold, staple, or mutilate 7549-00-024-1263 1189-130			U.S. GOVERNMENT TRANSPORTATION REQUEST Non-transferable—Penalty for fraudulent or private use		STANDARD FORM 1189 (REV. 4-85) PRESCRIBED BY GSA, FPMR (41 CFR) 101-41.2	

Figure 14 Round-trip rail service with authorized sleeping car accommodations (where the specific fare basis is NOT known).

BILL CHARGES TO (Department/Agency, bureau/office, address including ZIP code)			FISCAL DATA (Appropriation, authorization, etc.)		PLACE AND DATE OF ISSUE	
Transportation Operations Defense Finance and Accounting Ctr. Indianapolis, IN 46249-0611 ISSUING GOVERNMENT OFFICER (Signature and office) <i>Buster Hill</i> Buster Hill, Travel Office			13579.24680.ACE.999		Knoxville, TN 37917 4-19-00	
TRAVELER (Type or print)			OTHER (Number)	DEPENDENT TRAVEL CHILDREN (Name and age):	SPECIAL ACCOMMODATIONS AND REQUIREMENTS	
Wayne Reynolds			No	<input type="checkbox"/> SPOUSE		
CARRIER OR AGENT TENDERED TO			STOP OVER AUTH.	CITIES	CARRIER AND CLASS OF SERVICE (First class, coach, charter, etc.)	EXCESS BAGGAGE AUTHORIZED
East West Bus Lines				FROM: Knoxville, TN		
FOR CARRIER USE ONLY						
FORM AND TICKET NUMBER	AGENT'S VALUE	AUDITOR'S VALUE		TO: Ft. Bragg, NC	EWB Lowest coach	None
				TO: - - - - -		
				TO: - - - - -		
				TO: - - - - -		
				TO: - - - - -		
TOTAL ▶				(Continue service required on the reverse)		
DO NOT fold, staple, or mutilate 7540-00-504-4362			U.S. GOVERNMENT TRANSPORTATION REQUEST Nontransferable—Penalty for fraudulent or private use		STANDARD FORM 1188 (REV. 4-85) PRESCRIBED BY GSA, FPMR (41 CFR) 101-11.3	

Figure 15 One-way bus service (where the fare basis is NOT known).

BILL CHARGES TO (Department/Agency, bureau/office, address including ZIP code)			FISCAL DATA (Appropriation, authorization, etc.)		PLACE AND DATE OF ISSUE	
Transportation Operations Defense Finance and Accounting Ctr. Indianapolis, IN 46249-0611 ISSUING GOVERNMENT OFFICER (Signature and office) <i>Antony Garcia</i> Antony Garcia, TMO			1234.09876.KMZ.123		Anchorage, AK 99501 4-15-00	
TRAVELER (Type or print)			OTHER (Number)	DEPENDENT TRAVEL CHILDREN (Name and age):	SPECIAL ACCOMMODATIONS AND REQUIREMENTS	
Raymond E. Green			2	<input checked="" type="checkbox"/> SPOUSE Randy-14 Janet	Itinerary #1234567 Stateroom, 3 berth POV 19 ft.	
CARRIER OR AGENT TENDERED TO			STOP OVER AUTH.	CITIES	CARRIER AND CLASS OF SERVICE (First class, coach, charter, etc.)	EXCESS BAGGAGE AUTHORIZED
North South Ferry Service				FROM: Bellingham, AK		
FOR CARRIER USE ONLY						
FORM AND TICKET NUMBER	AGENT'S VALUE	AUDITOR'S VALUE		TO: Haynes, AK	NSF	None
				TO: - - - - -		
				TO: - - - - -		
				TO: - - - - -		
				TO: - - - - -		
TOTAL ▶				(Continue service required on the reverse)		
DO NOT fold, staple, or mutilate 7540-00-504-4362			U.S. GOVERNMENT TRANSPORTATION REQUEST Nontransferable—Penalty for fraudulent or private use		STANDARD FORM 1188 (REV. 4-85) PRESCRIBED BY GSA, FPMR (41 CFR) 101-11.3	

Figure 16 One-way ferry service, with an authorized stateroom, for a family of three on an official permanent change of station. Transportation of their privately owned vehicle (POV) is authorized (a fare basis is not used for Alaska ferry service).

BILL CHARGES TO (Department/agency, bureau/office, address including ZIP code) <b>General Services Administration</b> <b>1500 E. Bannister Rd.</b> <b>Kansas City, MO 64131-2898</b>		PCAL DATA (appropriation, authorization, etc.) <b>123.4 TO6Y4321 94 TT9 123</b>		PLACE AND DATE OF ISSUE <b>Atlanta, GA</b> <b>30305</b> <b>4-05-00</b>	
ISSUING GOVERNMENT OFFICER (signature and office) <i>William Owen</i> <b>William Owen, Traffic Management</b>		Estimate \$4,000			
TRAVELER (Type or print) <b>Curt Doyle</b>		OTHER (Number) <b>3</b>		SPECIAL ACCOMMODATIONS AND REQUIREMENTS <b>Air charter</b>	
CARRIER OR AGENT TENDERED TO <b>Charter Flights Unlimited</b>		STOP OVER AUTH. YES TO: <b>Birmingham, AL</b> YES TO: <b>Huntsville, AL</b> --- TO: <b>Atlanta, GA</b> TO: _____ TO: _____		CARRIER AND CLASS OF SERVICE (First class, coach, charter, etc.) <b>CF Charter</b> <b>CF Charter</b> <b>CF Charter</b>	
FOR CARRIER USE ONLY FORM AND TICKET NUMBER AGENT'S VALUE AUDITOR'S VALUE		CITIES FROM: <b>Atlanta, GA</b>		EXCESS BAGGAGE AUTHORIZED WEIGHT PIECES	
TOTAL ▶					

BILL CHARGES TO (Department/agency, bureau/office, address including A/P code)		FISCAL DATA (Appropriation, authorization, etc.)	
Transportation Operations Defense Finance and Accounting Ctr. Indianapolis, IN 46249-0611 ISSUING GOVERNMENT OFFICER (Signature and office) <i>J.W. Smith</i> J.W. Smith, LCDR, SC USN Chief, TMD		5783500 328 5781.OH 0080 503725 TAC:F87E	
		PLACE AND DATE OF ISSUE Bayonne, NJ 07002-5301 4-01-00	
TRAVELER (Type or print) Mary L. Jones		OTHER (Number) 49	DEPENDENT TRAVEL (Children (Name and age): <input type="checkbox"/> SPOUSE <input type="checkbox"/> -----
CARRIER OR AGENT TENDERED TO North South Bus Lines		SPECIAL ACCOMMODATIONS AND REQUIREMENTS Bus charter	
FOR CARRIER USE ONLY		CITIES	CARRIER AND CLASS OF SERVICE (Print class, coach, charter, etc.)
FORM AND TICKET NUMBER	AGENT'S VALUE	FROM: Bayonne, NJ	EXCESS BAGGAGE AUTHORIZED
		TO: New Castle, DE	WEIGHT
		TO: Bayonne, NJ	PRICE
		TO: -----	None
		TO: -----	None
		TO: -----	
		TO: -----	
TOTAL ▶		(Continue service required on the reverse)	
DO NOT MAKE, reproduce, or mutilate 7540-00-424-4385		U.S. GOVERNMENT TRANSPORTATION REQUEST Non-transferable—Penalty for fraudulent or private use STANDARD FORM 1188 (REV. 4-82) PREPARED BY GSA, FPMR (41 CFR) 101-41.3	

**Figure 19 Quantity (bulk) purchase of 50 coach class air tickets. (See Chapter 3 for restrictions on bulk ticket purchases).**

**Figure 20 Quantity (bulk) purchase of 200 coach class bus tickets. (See Chapter 3 for restrictions on bulk ticket purchases).**

## **CHAPTER 4. ALTERNATIVE METHODS OF PROCURING PASSENGER TRANSPORTATION**

### **Use of cash**

Travelers must comply with the rules in 41 CFR 301-51.100 through 301-51.103 that limit the use of cash. One of the following payment methods to procure common TSP transportation is considered the equivalent of cash and you must comply with the rules in 41 CFR 102-118.50 that limit the use of cash for such purposes (41 CFR 301-51.101):

- (a) Personal credit cards;
- (b) Cash withdrawals obtained from an ATM using a Government contractor-issued individually billed travel card; and
- (c) Checks, both personal and travelers (including those obtained through a travel payment system services program).

For passenger transportation services costing:

- (a) \$10 or less, and air excess baggage charge of \$15 or less for each leg of a trip
- (b) More than \$10, but not more \$100
- (c) More than \$100

Travelers must use a Government contractor-issued individually billed travel card, centrally billed account, or GTR to procure contract passenger transportation services. In reference to (b), above, Cash may only be used when none of the other methods are practicable in reference to (c) above; your agency authorizes you to use a reduced fare for group, charter, or excursion arrangements; or under emergency circumstances where the use of other methods is not possible. (See 41 CFR 301-51.100 and 41 CFR 301-51.101).

### **Unauthorized Cash Purchase of Common TSP Transportation**

If you are a new employee or an invitational or infrequent traveler who is unaware of proper procedures for purchasing common TSP transportation, your agency may allow reimbursement for the full cost of the transportation. In all other instances, your reimbursement will be limited to the cost of such transportation using the authorized method of payment (41 CFR 301-51.102).

# CHAPTER 5. REFUNDS

## General

The following circumstances result in unused passenger transportation documents:

- (a) Tickets are purchased for Government travel but are never used;
- (b) Travel is terminated short of the authorized destination;
- (c) The return portion of a round-trip ticket is not used; or
- (d) Services actually furnished are different or of a lesser value than those authorized and the GTR cannot be so endorsed.

All adjustments in connection with official passenger transportation must be promptly processed to prevent losses to the Government. Therefore, as soon as possible, the Government traveler must submit all unused tickets, including portions thereof, Miscellaneous Charge Orders (MCOs), Ticket Refund Applications, notices of fare adjustments, etc., and a full report of the circumstances to your agency in accordance with your agency's procedures for recovery of refunds due the Government. That office is usually the one that paid the TSP or Travel Management Service (TMS) for the tickets issued to the traveler, the office that processes the traveler's travel reimbursement voucher, or the office that issued the GTR. If a traveler is uncertain as to where to submit unused tickets, contact their ordering issuing authority.

**UNUSED TICKETS HAVE MONETARY VALUE GOVERNMENT TRAVELERS SHOULD ALWAYS BE INSTRUCTED TO RETURN ALL UNUSED OR PARTIALLY UNUSED TICKETS TO THEIR AGENCY FOR PROCESSING AS A REFUND DUE THE GOVERNMENT. UNDER NO CIRCUMSTANCES SHOULD UNUSED OR PARTIALLY UNUSED TICKETS BE FILED, DESTROYED, OR THROWN AWAY!**

## **Time Limitation**

Time limitations for redemption of unused tickets are controlled by specific legislation enacted by Congress. In American Airlines Inc. v. Austin, the United States Court of Appeals for Federal Circuit (COFC), 75 F.3d 1535 (Jan. 24, 1996), the Court found that unused tickets (or portions of unused tickets) paid for by the Government can be recovered up to ten years from the date of purchase, based upon existing law. This preempts any time limitations indicated on issued tickets. Application of interest on the amount above is calculated from thirty (30) days after the original mailing of the SF 1170 "Notice of Indebtedness."

## **Unused Tickets or Coupons Unavailable**

Lacking unused tickets or coupons as evidence of the unfurnished services, the traveler or person in charge of the group of travelers shall obtain written acknowledgement of the situation from the TSP's representative for submission with their report. If transportation and/or accommodations are furnished for a lesser number of persons than specified on a party ticket, the TSP's conductor or ticket collector shall note on the ticket or coupon the number of persons actually transported and the number and type of accommodations furnished.

## **Transportation Service Provider (TSP) Requirements**

TSPs must refund the value of unused tickets (after expiration) even if they do not receive a SF 1170. TSPs are required to make such refunds within 90 days after the expiration date. The value of the unused tickets should be refunded to the GSA, Audit Division. The GTR number (if applicable), ticket number, amount being refunded, and all pertinent information must be included with the refund.

Refund checks should be made payable to the U. S. Treasury and sent to: General Services Administration, Federal Acquisition Service, Transportation Audit Division (QMCA), 1800 F Street, N.W., Washington, DC 20405.

## **Agency Responsibility**

An agency must establish administrative procedures for collecting unused, partially used, and exchange tickets. The procedures must provide:

- (a) Written instructions explaining traveler liability for the value of tickets issued until all ticket coupons are used or properly accounted for on the travel voucher;
- (b) Instructions for submitting payments received from TSPs for failure to provide confirmed reserved space;
- (c) The traveler with a "bill charges to" address so that the traveler can provide this information to the TSP for returned or exchange tickets.
- (d) Procedures for promptly identifying any unused tickets, coupons, or other evidence of refund due the Government.



### **Refund or credit for unused transportation on an individually billed Government charge card**

Traveler must submit any unused GTR(s), unused ticket coupons, unused e-tickets, or refund applications to your agency in accordance with your agency's procedures (41 CFR 301-10.114).

Any charges billed directly to an individually billed Government charge card should be credited back to that account (41 CFR 301-10.115).

### **Agency processing of refunds for unused tickets purchased with Centrally Billed Account (CBA)**

(a) Downgraded/exchanged ticket coupons

- (1) Obtain TSP receipt from traveler showing credit is due agency.
- (2) Confirm unused portion of downgraded/exchanged ticket coupon has been credited to agency CBA.

(b) Partially unused tickets

- (1) Obtain partially unused ticket from traveler and return it to the TMS that furnished the TSP ticket.
- (2) Obtain a receipt from the TMS showing a credit is due the agency.
- (3) Confirm that the value of the partially unused ticket has been credited to agency GTA.

(c) Unused tickets

- (1) Obtain unused ticket from traveler and return it to the Federal agency office or TMS that furnished the TSP ticket.
- (2) Obtain a receipt from the TMS showing a credit is due the agency.
- (3) Confirm that the value of the unused ticket has been credited to the agency GTA.
- (4) If the TMS has failed to credit the agency GTA or offer a satisfactory explanation within 30 days, take action against the TMS to collect the debt under the Federal Claims Collection Standards including administrative offset, if necessary.

## **Agency processing of refunds for unused tickets purchased with GTRs**

- Downgraded/exchanged ticket coupons (***Ticket coupons in a TSP's possession for which the TSP has issued a lesser valued ticket, receipt, or refund application.***)
  - (1) Obtain TSP refund applications or receipts from traveler.
  - (2) Maintain a suspense file to monitor receipt of refund.
  - (3) Record and deposit refund upon receipt.
  - (4) If refund is not received within 90 days, forward TSP refund applications or receipts to General Services Administration, Audit Division (QMCA), 1800 F Street, NW, Washington, DC 20405.
- Partially unused tickets (***Tickets in which some, but not all, coupons have been used.***)
  - (1) Obtain partially unused ticket from traveler.
  - (2) Issue an SF 1170 to the TSP or TMS that issued the ticket.
  - (3) Maintain a suspense file to monitor receipt of refund.
  - (4) Record and deposit refund upon receipt.
  - (5) If TSP has failed to refund or offer a satisfactory explanation within 90 days, send triplicate copy of the SF 1170 and all related correspondence to General Services Administration, Audit Division (QMCA), 1800 F Street, NW, Washington, DC 20405.
  - (6) Remove debts referred to GSA from active account
  - (7) If a refund or response is received from the TSP after referral to GSA, within 30 days forward original SF 1170 with any advice from the TSP regarding the refund to GSA.
- Unused tickets (***Tickets in which no coupons have been used***)
  - (1) Obtain unused ticket from traveler.
  - (2) Issue an SF 1170 to the TSP or TMS that issued the ticket.
  - (3) Maintain a suspense file to monitor receipt of refund.
  - (4) Record and deposit TSP or TMS refund upon receipt.
  - (5) If the TSP or TMS has failed to refund or offer a satisfactory explanation within 30 days, take action against the TSP or TMS to collect the debt under the Federal Claims Collection Standards including administrative offset, if necessary.

## **Prepaid Tickets/PTAs**

A prepaid ticket, commonly referred to as prepaid ticket advice (PTA), is a ticket that is purchased in one location for a traveler to pick up at another location. A prepaid ticket is usually ordered by telephone from a Travel Management Service (TMS) or air carrier. The ticket itself is actually issued by the originating TSP at the airport in the city where the travel commences. When prepaid tickets are issued the tariffs of certain scheduled air TSPs require the payment of a nonrefundable service charge, which is automatically added to the price of the ticket. The provisions contained in some TSP's tariffs waive the service charge for official travel. If a prepaid ticket is ordered and subsequently not used, the following procedures apply:

- (a) As soon as it is known that the ticket was not claimed, immediately notify the airline or TMS, which arranged the transaction that the ticket was not claimed, and will not be used.
- (b) If the ticket was prepaid through a TMS, the TMS must obtain authority from the airline to process a refund. Once that authority is received (usually within a few days), a credit or refund will be issued according to the original form of payment. If a cancellation penalty applies to the fare, both the nonrefundable service charge and the applicable penalty will be deducted from the refund.
- (c) If the ticket was purchased directly from the airline, authority to refund will be made immediately. Either a credit card refund notice or a check will be sent, depending on the original form of payment.
- (d) Prepaid tickets, regardless of whether they were purchased through a TMS or an airline, are refundable only to the "billed to" office, never the Government traveler. While awaiting the refund or credit, agencies should keep a record of the unclaimed ticket in their suspense file to ensure that they are correctly billed for the ticket. If a refund or credit is not received within a reasonable time (2 weeks), agencies should contact the airline or TMS.
- (e) If a prepaid ticket is claimed by the traveler but is unused or partially unused, the unused coupons must be returned to the "billed charges to" office and processed the same as any other unused ticket.

**NOTE \*\*** TMSs are not automatically notified by the airline when a prepaid ticket has not been claimed. The traveler or appropriate agency official must notify the TMS.

## **Miscellaneous Charges Order (MCOs)**

TSPs should not issue MCOs for exchanged, downgraded, or unused tickets purchased with GTRs. Some TSPs occasionally issue MCOs erroneously. The following procedures apply if an airline inadvertently issues an MCO to a Government traveler on official business:

- (a) An MCO issued against an original ticket purchased with a GTR should be returned to the fiscal office or designated agency official responsible for handling unused tickets.
- (b) MCOs submitted with travel vouchers should be attached to the front of the vouchers. The traveler should annotate on the voucher that an MCO is attached.
- (c) Agencies shall issue a SF 1170 for an MCO and process it in the same manner that the SF 1170 is processed for an unused ticket purchased with a GTR (see instructions on page 51).
- (d) If an MCO is issued for a cash purchase or for a ticket purchased with a Government employee charge card, the traveler is responsible for obtaining the refund. The MCO should be returned to the issuer of the original ticket and processed for refund in the same way that an unused ticket is processed for a refund.

#### **Refunds from Foreign Flag TSPs**

- (a) Standard Form 1170 and related procedures do not apply when unused passenger transportation services billed by foreign flag TSPs are involved except for:
  - (1) Canadian or Mexican TSPs; or
  - (2) Foreign flag TSPs maintaining billing offices in the United States.
- (b) Agencies shall institute procedures to affect recoveries for such unused services by deduction or setoff from the foreign flag TSP's unpaid bills. Both agencies and travelers in foreign areas shall be kept informed of local regulations and requirements to ensure that the interests of the United States will be protected.
- (c) Adjustments for unfurnished transportation services not reported on the SF 1170 but made by deduction or setoff shall be noted on the deduction voucher with a full description of each unused ticket or portion thereof.
- (d) In addition, the deduction voucher shall be annotated with the GTR number the disbursing office (D.O.) voucher number, the D.O. symbol number, and the date of payment of the voucher on which the GTR was paid if other than the deduction voucher.
- (e) The unused ticket or portion thereof shall be forwarded to the TSP and a copy of the transmittal letter shall be attached to the deduction voucher involved.

## **Unused Coupons for a Flight between Two Common Rated Cities**

A common rated fare is a fare that applies from either of two geographically close or adjacent cities to a single destination. When the fare is the same from two different points of origin, a coupon for a flight between these cities has no refundable value. For example, a fare from San Francisco to Honolulu may be the same as the fare from Los Angeles to Honolulu. Because of scheduling, some airlines will allow passengers to fly between San Francisco and Los Angeles at no extra cost when en route to Honolulu. Thus the fare from San Francisco to Los Angeles to Honolulu is the same as Los Angeles to Honolulu. When this circumstance occurs, the flight segment between San Francisco and Los Angeles is good for passage, but has no refundable value. Another example is Colorado Springs to Chicago and Denver to Chicago. In some instances, the fares are the same, and because of scheduling, a routing through Denver is sometimes allowed. When such routing happens, the flight coupon between Colorado Springs and Denver has no refundable value.

## **Tickets That Are Only Partially Refundable**

### ***Tickets Carrying Cancellation Penalties***

Certain types of fares carry penalties for change or cancellation, once the ticket is issued. If penalties apply, an indication that the tickets are subject to penalties: must be written in the endorsements box at the top of each ticket. Advance purchase fares (those requiring purchase a specified number of days prior to departure) may be subject to penalties ranging anywhere from 10% to 50% of the total fare paid. Tickets carrying such penalties may be refunded, minus whatever cancellation fee applies.

### ***Round Trip Excursion Fare Tickets Used Only One Way***

If unrestricted round trip fare tickets are used only one way, the unused portion of the ticket should be refunded in an amount equal to one half of the round trip fare. However, this refund equation may not always be true for unused round trip excursion fare tickets. The refund amount due for these tickets is governed by each TSP's tariff rules concerning voluntary and involuntary refunds, denied boarding compensation, TSP penalties, and surcharges. The refund amount due on unused excursion fare coupons must be calculated on a case-by-case basis. Unused ticket coupon pricing assistance is available from the General Services Administration, Audit Division (QMCA), 1800 F Street, NW, Washington, DC 20405.

## **Standard Form 1170, Redemption of Unused Tickets**

Standard Form (SF) 1170 can be obtained electronically via <http://www.gsa.gov/portal/forms/download/115658>.

### ***Redemption of Unused Tickets, Standard Form 1170***

Agencies shall not revise TSP bills or require TSPs to rebill items. Agencies shall demand the refund value of unused tickets from TSPs through the use of a SF 1170, Redemption of Unused Tickets. A separate SF 1170 must be prepared for each GTR, though more than one ticket or adjustment transaction may be related to that GTR. Each ticket must be listed on the SF 1170.

### ***Agency processing of Standard Form 1170 Claims***

Timely processing of SF 1170 is essential to facilitate prompt refunds from TSPs. Agencies processing SF 1170 shall ensure that:

- (a) All copies clearly show the required details;
- (b) The original and the duplicate copy, together with pertinent unused tickets, are promptly forwarded to the TSP; and
- (c) All other copies are retained by the agency for accounting control.

## CHAPTER 6. COMPENSATION FOR DENIED BOARDING AND VACATING SEAT VOLUNTARILY

Guidance for denied boarding compensation and vacating seat voluntarily can be found in 41 CFR 301-10.116 and 41 CFR 301-10.117. Additional guidance on denied boarding compensation can be found in 14 CFR Part 250.5, 250.8 and Department of Transportation's pamphlet "Fly-Rights, A Guide to Air Travel", available on line at:

<https://www.transportation.gov/airconsumer/fly-rights>

### **Voluntarily Surrendering Seat**

When travelers voluntarily surrender their seat; at the request of scheduled airlines, they may only be compensated when:

- (a) If voluntarily vacating your seat will not interfere with performing your official duties; and
- (b) If additional travel expenses, incurred as a result of vacating your seat, are borne by you and are not reimbursed; but
- (c) If volunteering delays your travel during duty hours, your agency will charge you with annual leave for the additional hours (41 CFR 301-10.117)

# CHAPTER 7. USE OF FOREIGN-FLAG TSPs

## **Background**

Travelers are required by 49 U.S.C 40118, commonly referred to as the Fly America Act, to use U.S. flag air TSP service for all air travel funded by the U.S. Government. One exception to this requirement is transportation provided under a bilateral or multilateral air transport agreement, Open Skies Agreements, to which the U.S. government and the government of a foreign country are parties, and which the Department of Transportation has determined meets the requirements of the Fly America Act. Additional information on bilateral or multilateral air transportation agreements impacting US Government procured transportation can be accessed at: <http://www.gsa.gov/portal/content/103191>. 4 CFR 52.2a prescribes guidelines on the use of American flag vessels and certificated air carriers.

Issuing officers and travelers must adhere to the regulations requiring the use of certificated air carriers, when available, for travel on official business. Expenditures for service furnished by a foreign flag TSP generally will be allowed only when service by a U.S. flag certificated air carrier is “unavailable”. (41 CFR 301-10.135) Each voucher covering expenditures involving foreign-flag ocean or foreign-flag air passenger transportation in whole or in part, whether payable to the TSP or to the traveler or other entity, must be supported by a certificate or memorandum as to the unavailability of U.S. flag service, signed by a responsible official of the agency that authorized the travel or transportation or by the traveler who has knowledge of the facts concerning usage.

## **U.S. flag certificated service - “available”/ “unavailable”**

Generally, passenger service by a U.S. flag air TSP is “available” if the TSP can perform the commercial foreign air transportation needed by the agency and if the service will accomplish the agency’s mission. Expenditures for service furnished by a foreign-flag air TSP generally will be allowed only when service by an U.S. flag air TSP is considered “unavailable”. For a full explanation see 41 CFR 301-10.135 through 10.138.



**Certification statement**

The certificate supporting a voucher involving foreign flag ocean or foreign flag air service shall read substantially as shown in the following:

I certify that it is/was necessary for \_\_\_\_\_ to use, or to transport  
(Name of traveler or agency)

personal effects/freight on, \_\_\_\_\_  
(Foreign-flag vessel(s) or air TSP(s)) (Flight Identification No(s).)

between \_\_\_\_\_ and \_\_\_\_\_

en route from \_\_\_\_\_ to \_\_\_\_\_

on \_\_\_\_\_ for the following reasons: \_\_\_\_\_  
(Date)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Signature of traveler or authorizing officer

\_\_\_\_\_  
Title or position

\_\_\_\_\_  
Organization

Figure 21 Foreign Flag Certification

### **Employee liability for disallowed expenditures**

Where the travel is by indirect route or the traveler otherwise fails to use available U.S.-flag air TSP service, the amount to be disallowed against the traveler is based on the loss of revenues suffered by U.S. flag air TSPs (FTR 301-10.143, 10.181).

Sum of U.S. -flag TSP segment mileage authorized			
_____	X		Fare for official travel portion of trip
Sum of total segment mileage authorized			
		MINUS	
Sum of U.S. -flag TSP segment mileage traveled			
_____	X		Through (actual) fare paid
Sum of total segment mileage traveled			

The traveler is liable only if the difference is greater than zero. For a full explanation of the formula for determining traveler liability see 56 Comptroller General 209 (1977).

# CHAPTER 8. PAYMENT AND SUBMISSION OF TRANSPORTATION BILLS TO GSA AUDIT

## **Payment of transportation bills**

All transportation bills are subject to the provisions of the Prompt Payment Act (31 U.S.C. 3901-3907 (OMB Circular A-125)).

All agencies must establish a prepayment audit program, unless the Administrator of General Services Administration has granted a waiver. All correct and properly documented bills must be paid upon completion of transportation service.

Prior to payment, agencies must examine TSP's bills to ensure that:

- The Standard Carrier Alpha Code (SCAC) and the Taxpayer Identification Number (TIN) is entered on each SF 1113 and SF 1113-A. If the SCAC and TIN is omitted, the forms and all supporting papers shall be returned to the TSP unpaid with a request that the SCAC and TIN be added to the forms.
- The transportation services for which payment is claimed were duly authorized, that such services represent a legal obligation under the appropriation or fund involved, that the TSP's bill is complete and supported with required documentation, and that all extensions and computation of charges are correct.
- No duplicate payments are made. (Procedures and controls must be established to prevent duplicate payments, to recover any duplicate payments that may be made, and to perform an annual review of effectiveness of those procedures.)
- The TSP is provided with notice of an apparent error, defect, or impropriety within 7 days of receipt of an invoice.

## **Submission of paid transportation bills for Post-payment audit**

Agencies must forward their original paid transportation bills and all supporting documents to the General Services Administration's Audit Division each month for post-payment audit (41 CFR 102-118).

### ***The following forms are used:***

SF 1186 (Transmittal for Transportation Schedules and Related Basic Documents)

SF 1113 (Public Voucher for Transportation Charges)

SF and OF 1169 (Government Transportation Request)

### ***Submissions should be made in the following manner:***

- Assemble complete packages - include SF 1186, SF 1113, and SF or OF 1169. Attach copies of ticket coupons (or a complete ticket itinerary for any ticket coupon(s) not provided), and other supporting documents to each SF or OF 1169.

Ensure that original documents and not copies are submitted.

- Mail to:  
General Services Administration  
Transportation Audits Division  
Transportation Electronic Audit Library  
1800 F Street NW Room 1033  
Washington DC 20405
- Or submit via email to: [qmcatariffs@gsa.gov](mailto:qmcatariffs@gsa.gov); Subject line: Post Pay Docs
- Submit paid bills at the end of each account month: avoid multiple account month submissions - Paid bills should be submitted to GSA at the end of each account month. If, due to an administrative oversight, this is not done, and it becomes necessary to submit multiple account months at the same time,
  - a) the most recent account month should be forwarded in a separate package,
  - b) all prior account months should be bundled by month, each with an accompanying SF 1186 and should be forwarded in one package clearly marked as to its contents.

Ensure that each SF 1113 contains the paid date.

- Identify delayed/withheld vouchers - Any transportation vouchers that have not been paid because they are doubtful claims must be identified on a separate SF 1186 and forwarded to Audit Division (QMCA).
- Submit negative reports - If no SF 1113s are paid during the month, check the block in the lower left corner of the SF 1186 and submit to Transportation Audit Division, QMC.

**(NOTE: The Audit Division issues computerized letters of receipt each month for paid transportation bill submissions that it receives.)**

# CHAPTER 9. TSP BILLING PROCEDURES AND INSTRUCTIONS FOR PREPARATION OF SF 1113

## **Form for billing transportation charges**

GSA has prescribed Standard Form 1113, Public Voucher for Transportation Charges (Appendix A), and Standard Form 1113A, Memorandum Copy, (Appendix B) for use by TSPs or TSP agents (TMSs) in billing charges for passenger transportation services furnished for the account of the U.S. Government. Departments or agencies may not require TSPs to furnish more than one memorandum copy (SF 1113A) with each voucher unless so authorized by the General Services Administration.

## **Obtaining Standard Form 1113**

SF1113 can be obtain via the following link: <http://www.gsa.gov/portal/forms/type/TOP>

## **Preparing the SF 1113, PUBLIC VOUCHER FOR TRANSPORTATION CHARGES**

### **Instructions to TSPs**

- 1) DEPARTMENT OR AGENCY, BUREAU OR SERVICE, AND LOCATION SHOWN ON SUBVOUCHERS - Enter the complete name and address of the department or agency, bureau or Service shown on the sub vouchers (GTRs). This information is shown in "BILL CHARGES TO" (block 1) on the GTR.
- 2) THE UNITED STATES, DR., TO: (Payee's name and address) - Enter the complete name and address of the TSP or travel management center (TMS) authorized to receive payment.
- 3) CARRIER'S (TSP's) BILL NUMBER - The billing TSP should enter a number that will readily identify the transaction. This number is important in any subsequent correspondence regarding the billing.
- 4) TSP's SCAC NUMBER - Enter the Standard Carrier Alpha Code (SCAC) identifier of the TSP or TMS and the Taxpayer Identification Number (TIN). If the SCAC and TIN is omitted, the forms and all supporting papers shall be returned to the TSP or TMS unpaid with a request that the SCAC and TIN be added to the forms.

TSPs and TMSs can apply for a SCAC online at <https://secure.nmfta.org> or download the application to be mailed to National Motor Freight Traffic Association, Inc., 1001 North Fairfax Street, Suite 600, Alexandria, VA 22314. Call 703-838-1831 for additional information.

- 5) SERVICES FURNISHED (Check one)      ☐ Freight    ☐ Passenger  
Indicate by checking in the appropriate block whether passenger or freight transportation service was furnished. (GTRs, U.S. Government Bills of Lading (GBLs), and U.S. Government Bills of Lading - Privately Owned Personal Property (PPGBLs) must not be billed on the same SF 1113.)

- 6) ALPHA PREFIX AND SERIAL NUMBER OF SUBVOUCHER/AMOUNT (TOTAL CLAIMED) - The complete serial number of the GTR including the alpha prefix should be shown in this block. TSPs should include as many sub-vouchers (GTRs), covering charges to be billed to the same office, as can be listed in a single column, not to exceed 25. However, vouchers pertaining to air excess baggage charges should cover services authorized by no more than three GTRs.

Only the GTR numbers should be shown. It is not necessary to include descriptive details of the services rendered.

The amounts of individual GTRs should be totaled. This is the total amount the TSP is billing the Government.

**NOTE: GTRs, GBLs and PPGBLs must not be combined on the same SF 1113.**

- 7) PAYEE'S CERTIFICATE - Enter the date, complete name of the billing TSP or TMS, and the name of the TSP's or TMS's agent responsible for billing the Government.

TSPs may use a machine-typed name of the TSP's certifying official, provided the machine-typed official's name is initialed by a duly authorized person; or TSPs may use a facsimile signature of the TSP's certifying official, as authorized by that official.

- 8) THE ENCLOSED CHECK SETTLES VOUCHER SUBMITTED FOR PAYMENT OF THE ACCOUNT DESCRIBED IN THE MEMORANDUM HEREON. (NO ACKNOWLEDGEMENT OF RECEIPT OF THE CHECK IS NECESSARY.) - Enter the name and complete address of the TSP in the inset block. Beneath the section captioned "MEMORANDUM," enter the Department or Agency or Service being billed for the services, the number from the "CARRIER'S (TSP's) BILL NUMBER" block above, and the total claimed.

### **Instructions to Agencies**

- 9) VOUCHER OR SCHEDULE NO. - DOD finance offices should enter the disbursing office (D.O.) voucher no. Civilian finance offices should enter the OF 1166 OCR Voucher and Schedule of Payments "T" number (schedule no.), or the D.O. voucher no., whichever is appropriate.
- 10) PAID DATE - Enter the date the Government paid the TSP. It is **essential** that this block be completed because the paid date governs the liability of the Government.
- 11) DIFFERENCES/AMOUNT-AMOUNT VERIFIED-CORRECT FOR \_\_\_\_\_ VERIFIED BY (Signature or initials) - Enter the net amount due the TSP, signed or initialed by the certifying official.
- 12) ACCOUNTING CLASSIFICATION - STANDARD FORM 1113 (REV. 11-86) PRESCRIBED BY GSA, FPMR (41CFR) 101-41 - Use of this block is optional. It may be used to enter the accounting classification fund cite(s) to which the transportation bill is chargeable.

**NOTE:** Agencies submitting payment data on magnetic tape to a Department of the Treasury disbursing facility in lieu of an SF 1113 may arrange with the facility for preparation of the enclosures (TFS Form 3039, Notice to Check Recipient) bearing all information shown on the SF 1113 tear-off slips. TFS Form 3039 will then be sent to the TSP or TMS with the payment checks instead of the SF 1113 tear-off slips.

### **Billing Procedures When GTRs Have Been Lost**

A TSP losing or misplacing a GTR will bill charges for the services furnished to the Government on SF 1113 (appendix A), annotated with the following signed certifications:

#### **GTR Certification:**

***"I certify that all U.S. Government Transportation Requests (GTRs) honored by the above named TSP or travel agent pass into my office; that ticket(s) (form and ticket number(s)), value of ticket(s), accommodations (number and type), points of travel (from and to) was (were) furnished in exchange for the specified GTR; that the stated value(s) is (are) true and correct; that the said GTR has been lost or misplaced and cannot be located; that the honoring TSP has not received payment for services rendered thereunder; and that, if the said GTR is later found, it will be marked 'Cancelled-Certification in Lieu Issued' and transmitted to the General Services Administration (7QS), 819 Taylor Street Fort Worth, TX 76102-6124, and no claim made thereon."***

Copy/copies of the ticket coupon(s) with the GTR number visible, (or a complete ticket itinerary for any ticket coupon(s) not provided) will be attached in support of the SF 1113.

Copy/copies of the ticket coupon(s) with the GTR number visible, (or a complete ticket itinerary for any ticket coupon(s) not provided) will be attached in support of the SF 1113.

A statement of any other pertinent facts and circumstances should be included.

Each lost or misplaced GTR shall be billed on a separate SF 1113.

Disbursing officers shall certify on the SF 1113 that the services specified thereon have been furnished, that payment has not been made to any claimant, and that the record has been annotated to prevent duplicate payment.

The TSP may submit its bill (SF 1113 with certification) to the General Services Administration (QMC), Washington, DC 20405, if the paying agency is unknown.

An original GTR that has been located after payment is made shall be forwarded to the General Services Administration, Transportation Audit Division (QMCA), 1800 F Street, NW, Washington, DC 20405, together with a reference to the TSP's bill on which charges on the lost GTR were paid.

# CHAPTER 10. SPECIAL SITUATIONS

## **Substitute TSP**

The Government Transportation Request (GTR) should be honored by the TSP expected to furnish the service; however, the GTR may be honored by another TSP provided the TSP furnishes service comparable to that authorized. If another TSP is used, the issuing officer or the traveler must endorse the GTR to that TSP in "SERVICE FURNISHED, IF OTHER THAN REQUESTED" on the back of the GTR (block 5).

## **Different or lesser value services received than requested**

When the service furnished is different or of a lesser value than that authorized, the GTR must be annotated by the traveler (or person in charge of a group of travelers) on the back in the "SERVICE FURNISHED, IF OTHER THAN REQUESTED" block to indicate the type of service furnished, the name of the TSP providing the service, if other than the TSP honoring the GTR, and the reason for the change. This notation must be signed and dated by the TSP representative and countersigned by the traveler. If transportation and/or accommodations are furnished for a lesser number of persons than specified on a group ticket, the TSP's conductor or ticket collector shall note on the pertinent ticket or coupon the number of persons actually transported and the number and type of accommodations furnished. In these situations, the traveler or person in charge must similarly endorse the back of the memorandum card copy of the GTR in the corresponding block (17). Lacking the original and memorandum card copy, the traveler or person in charge must promptly forward written notification of such change to the office that issued the GTR.

## **Air excess baggage**

The TSP honoring a GTR that authorizes the carriage of air excess baggage will issue a Government Excess Baggage Authorization/Ticket (GEBAT) to the traveler. The traveler must present the GEBAT to each TSP furnishing the service so that the TSP may remove or "lift" the coupon applicable to that portion of the journey.

## **Defaulted air TSP Protection**

All Air Traffic Conference of America (ATC) TSPs (except United Airlines) and all Regional Airline Association (RAA) TSPs have entered into a defaulted air TSP agreement with the General Services Administration (GSA), which assures that no Government traveler need be stranded en route because of the bankruptcy of an airline. Airline ticket coupons issued by a defaulted TSP on its own ticket stock for air transportation on that defaulted TSP will be honored by participating TSP.

The agreement applies to GTR purchased tickets validated on or before the TSP's default date and is effective for 90 days from ticket validation date. Honoring TSPs are not required to provide different service than specified on the defaulted TSP ticket coupon. Any additional service requested by the traveler must be purchased by the traveler.

The honoring TSP is compensated at the lower of either the fare for the service performed or the stated fare on the defaulted TSP ticket coupon. Honoring TSPs submit bills to GSA, Audit Division (QMC), Washington, DC 20405 supported by priced copies of the defaulted



TSP ticket coupons "lifted" by the honoring TSP for forwarding to the proper "bill charges to" office.

Government travelers who have not commenced travel but who hold GTR purchased tickets for travel on a defaulted TSP should return them for replacement tickets if purchased from a Government Travel Management Center. If GTR purchased tickets were obtained directly from the defaulted TSP, the tickets should be forwarded to GSA, Audit Division (QMC), Washington, DC 20405 for processing as a Government claim.

The default protection agreement is contained in the Federal Register as a public notice (48 FR 7503), February 22, 1983; (49 FR 8678), March 8, 1984; (49 FR 40099) October 12, 1984; and as ATC Resolution 5.59, as amended.

### **Rail service accommodation charges**

When rail transportation and sleeping or club car accommodations are authorized, a single GTR should be issued for both services. However, if the accommodations are authorized after the rail transportation GTR has been issued, a separate GTR may be issued to the TSP furnishing the sleeping or club car ticket. In these instances, the issuing officer or the traveler must cross-reference the original or memorandum card copy of each GTR, whichever is available, to the other by serial number; such as, "In connection with GTR (insert serial number)" (block 8).

# GLOSSARY OF TERMS

**Agency:** Any department or establishment of the Federal Government defined by 5 U.S.C. 305 whose payment for transportation services are subject to the transportation audit provisions of section 322 of the Transportation Act of 1940, as amended (31 U.S.C. 3726).

**Airline Ticket:** A negotiable document issued by an air TSP or their agents for passage on a flight or flights by designated TSP.

**ARC (Airline Reporting Corporation):** Members of the Air Transport Association are the stockholders of ARC. The purpose of ARC is to provide a method of approving authorized agency locations for the sale of transportation. ARC is responsible for the domestic airline and travel agency area settlement plan.

**Automated Teller Machine (ATM):** A machine provided by a participating bank which allows cash withdrawals within established dollar limits to be charged to an issued card

**Authorization:** The process of verifying that a purchase being made is within the authorization controls at the point of sale.

**Baggage:** Government property and personal property of the traveler necessary for the purposes of official travel.

**Centrally Billed Account (CBA):** A card/account established by the Contractor at the request of a participating agency. These may be card/card less accounts. Payments are made directly to the Contractor by the agency.

**Charge card:** A contractor-issued charge card to be used by travelers of a participating agency to pay for passenger transportation services, subsistence expenses, and other allowable travel and transportation expenses incurred in connecting with official travel.

**City Pair Contractors:** GSA has entered into contracts with TSPs flying between certain cities where frequent Government travel is performed.

**Commercial Travel Office (CTO):** A Department of Defense (DOD) travel arranger. This office provides a full range of travel services for the DOD traveler. The CTO may be staffed with DOD personnel or may be a commercial travel agency.

**Common carrier:** See Transportation Service Provider.

**Contract carriers:** U.S. certificated air TSPs that are under contract with the Government to furnish Federal employees and other persons authorized to travel at Government expense with passenger transportation service. This also includes GSA's scheduled airline passenger service between selected U.S. cities/airports and between selected U.S. and international cities/airports at reduced fares.

**Electronic Data Interchange (EDI):** Electronic techniques for accomplishing transportation transactions by means of electronic transmission of the information in lieu of the creation of a paper document.

**Excess Baggage:** Baggage in excess of the weight, number of pieces or size that is carried without incurring an extra charge by transportation companies.

**Fly America Act:** Federal travelers are required by 49 U.S.C. 40118, to use United States air carrier service for all travel and cargo transportation services funded by the United States Government.

**Foreign Flag Vessel:** A vessel of foreign registry including vessels owned by U.S. citizens but registered in a nation other than the U.S.

**Foreign Flag Air TSP:** An air TSP who is not holding a certificate issued by the United States under 49 U.S.C. 41102.

**Government Contractor-issued Travel Charge Card (GTCC):** An individually billed travel card or centrally billed account.

**Government Transportation Document:** Is any executed agreement for transportation service, such as bill of lading, Government bill of lading (GBL), Government travel request (GTR) or transportation ticket.

**Government Transportation Request (GTR) (Optional Form 1169):** A Government document used to purchase transportation services. The document obligates the Government to pay for transportation services provided.

**Government Travel Regulation:** Rules governing the travel and relocation allowances and entitlement of Federal employees performing official travel or relocating for the Government. For Federal civilian employees, see the Federal Travel Regulation (FTR) (41 CFR Chapters 301-304). For members of the Uniformed Services, see Joint Travel Regulations, for members of the Foreign Service of the United States; see Chapter 500 Volume 14 of the Foreign Affairs Manual (14FAM500). 14 FAM 500 is available online at: <https://fam.state.gov/Fam/FAM.aspx?ID=14FAM>

**Individually Billed Account (IBA):** A Contractor issued card used by travelers of a participating agency/organization to pay for passenger transportation service, subsistence expenses, and other travel expenses incurred in connection with official travel.

**Miscellaneous Charge Order (MCO):** A document issued by TSPs for denied boarding compensation, unused tickets, or for refunds due because of rerouting, downgrading, or change in class of service. MCOs are a negotiable document.

**Official Travel:** Travel performed at the direction of a Federal agency under an official travel authorization.

**Open Skies:** Open Skies agreements between the United States and other countries expand international passenger and cargo flights by eliminating government interference in commercial airline decisions about routes, capacity and pricing. This frees carriers to provide more affordable, convenient and efficient air service to consumers, promoting increased travel and trade and spurring high-quality job opportunity and economic growth. Open Skies policy rejects the outmoded practice of highly restrictive air services agreements protecting flag carriers.

**Passenger Transportation Document (PTD):** GTR, Tickets, MCO, or any fully executed agreement for transportation services.

**Taxpayer Identification Number (TIN):** Taxpayer identification number assigned by the Department of Treasury.

**Ticket Refund Application:** A document or receipt issued by the TSP for a refund due as a result of a change of routing, class of service, or cancellation of a flight. (Ticket Refund Application can also be referred to as Transportation Refund Application or Transportation Credit).

**Transportation Service Provider (TSP):** Any party, person, agency or carrier who undertakes by contract or agreement to provide transportation services to the Federal Government.

**Transportation Service:** Services involving the physical movement of people, products, and any or all objects (from one location to another) by a TSP for the Federal Government.

**Travel Management System (TMS):** A system to arrange travel services for Federal employees on official travel, including reservation of accommodations and ticketing. A TMS includes a travel management center, commercial ticket office, electronic travel management system, or other commercial method of arranging travel.

**U. S. flag air carrier service:** Service provided by an air TSP that holds a certificate under 49 U.S.C. 41102 and which services is authorized either by the carrier's certificate or by exemption or regulation. U.S. flag air carrier service also includes service provided under a code share agreement with a foreign air carrier in accordance with Title 14, Code of Federal Regulations when the ticket, or documentation for an electronic ticket, identifies the U.S. flag air carrier's designator code and flight number.

**U. S. flag vessel:** A Government vessel or a privately owned U.S. flag commercial vessel registered and operated under the laws of the U.S. used in commercial trade of the U.S., owned and operated by U.S. citizens including a vessel under voyage at time charter to Government and a Government owned vessel under bare boat charter to and operated by U.S. citizens.

<b>PUBLIC VOUCHER FOR TRANSPORTATION CHARGES</b>		SEE FPMR (41CFR) 101-41 FOR INSTRUCTION ON COMPLETING THIS FORM.	VOUCHER OR SCHEDULE NO. _____										
DEPARTMENT OR AGENCY, BUREAU OR SERVICE AND LOCATION SHOWN ON SUBVOUCHERS		PAID DATE _____											
THE UNITED STATES, DR. TO: (PAYEE'S name and address)		CARRIERS BILL NUMBER _____	<div style="display: flex; justify-content: space-around;"> <input type="checkbox"/> PASSENGER         </div>										
		CARRIERS SCAC NUMBER _____											
		SERVICES FURNISHED (Check one)											
DO NOT bill GBL and GTR charges on the same form.		FOR PAYMENT OF SERVICES RENDERED AS EVIDENCED BY ATTACHED SUBVOUCHERS											
ALPHA PREFIX AND SERIAL NO OF SUBVOUCHER	AMOUNT	<div style="border: 1px solid black; padding: 5px;"> <b>PAYEE'S CERTIFICATE</b>           I certify that the account stated herein as evidenced by the attached subvouchers is correct and just, that services have been rendered or tickets furnished as indicated, that payment has not been received, and that the charges are not in excess of those applicable thereto under (1) tariffs lawfully on file with any Federal or State transportation regulatory agency or (2) rates, fares and charges established pursuant to Section 10721 of the Interstate Commerce Act, as amended, or other equivalent contract arrangement or exemption from regulation.   <div style="text-align: right;">DATE _____</div>           PAYEE # _____           PER _____  <div style="text-align: right; font-size: x-small;">           (Signature)             (Capacity)         </div> </div> <div style="font-size: x-small; margin-top: 10px;">         * When a voucher is signed in the name of the company or corporation, the name of the person writing the company or corporate name, as well as the capacity in which the person signs, must appear. For example: "A.B.C. Railway Co., per John Doe, Controller," or "Auditor," as the case may be.       </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 70%;">DIFFERENCES</th> <th style="width: 30%;">AMOUNT</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table> <div style="margin-top: 5px;">         AMOUNT VERIFIED-CORRECT FOR -&gt; _____       </div> <div style="margin-top: 5px;">         VERIFIED BY  <small>(Signature or Initials)</small> </div>		DIFFERENCES	AMOUNT								
DIFFERENCES	AMOUNT												
TOTAL CLAIMED -> _____		ACCOUNTING CLASSIFICATION											

The enclosed checks settle voucher submitted for payment of the account described in the memorandum hereon.  
(No acknowledgment of receipt of check is necessary)

MEMORANDUM

NOTE: If the payee named in the attached voucher will supply below such data as will identify the check drawn in payment thereof with the account in his office, this slip shall be called with the check.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

(Department, Bureau, or Establishment)

Bill No.: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

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PUBLIC VOUCHER FOR TRANSPORTATION CHARGES		See FPMR (41 CFR) 101-41 for Instructions on Completing this Form.	VOUCHER OR SCHEDULE NO.
DEPARTMENT OR AGENCY, BUREAU OR SERVICE, AND LOCATION SHOWN ON SUBVOUCHERS		PAID DATE	
U.S.			
THE UNITED STATES, OR, TO: (Payer's name and address)			
		CARRIER'S BILL NUMBER	
		CARRIER'S SCAC NUMBER	
		SERVICES FURNISHED (Check one)	
		<input type="checkbox"/> FREIGHT <input type="checkbox"/> PASSENGER	
Do NOT bill G&L and GTR charges on the same form		For payment of services rendered as evidenced by attached subvouchers.	
ALPHA PREFIX AND SERIAL NO. OF SUBVOUCHER	AMOUNT		
		DIFFERENCES	AMOUNT
		AMOUNT VERIFIED—CORRECT FOR ▶	
		VERIFIED BY (Signature or Initials) ▶	
TOTAL CLAIMED ▶			
ACCOUNTING CLASSIFICATION			
For sale by the Superintendent of Documents, U.S. Government Printing Office Washington, D.C. 20540			
U.S. GOVERNMENT PRINTING OFFICE: 1967-173-003		STANDARD FORM 1113-A (REV 11-66) PRESCRIBED BY GSA, FPMR (41 CFR) 101-41 1113-206	

Figure 23 SF 1113-A, PUBLIC VOUCHER FOR TRANSPORTATION CHARGES (MEMORANDUM COPY)

BILL CHARGES TO DISBURSEMENT OFFICE (signature and office) ISSUING GOVERNMENT OFFICER (Signature and office)			FISCAL DATA (signature and office) PLACE AND DATE OF ISSUE	
TRAVELER (Type or print) CARRIER OR AGENT TENDERED TO	OTHERS (Number) STOP OVER AUTH.	DEPENDENT TRAVEL CHILDREN (Name and age) <input type="checkbox"/> SPOUSE	SPECIAL ACCOMMODATIONS AND REQUIREMENTS	
FOR CARRIER USE ONLY FORM AND TICKET NUMBER    AGENT'S VALUE    AUDITOR'S VALUE		CITIES FROM:    TO:    TO:    TO:    TO:	CARRIER AND CLASS OF SERVICE (First class, coach, charter, etc.) EXCESS BAGGAGE AUTHORIZED WEIGHT    PIECES	
TOTAL \$-		(Continue service required on the reverse)		
DO NOT FOLD, SPINDE, OR MUTILATE 7540-00-634-4363		U.S. GOVERNMENT TRANSPORTATION REQUEST (Unauthorized use - Penalty for fraudulent or private use)		STANDARD FORM 1188 (REV. 4-65) PRESCRIBED BY GSA, FPMR (41 CFR) 101-41.2

<b>CONDITIONS</b> 1. This transportation request incorporates the regulations published in Title 41, Part 101-41 of the Code of Federal Regulations. 2. The U.S. Government will not be responsible for charges exceeding those applicable to the transportation or accommodations of the type, class, or character authorized in this request. If a carrier desires more than that authorized is furnished, the difference shall not be paid to the Government but be borne by the traveler. If circumstances require a service of a different type or of a lower order than that authorized, the traveler shall state on the right, over his signature, the actual service furnished and the reason for the change. 3. The issuing official, by his signature on the face hereof, certifies that the requested transportation is for official business. 4. Carrier shall not honor request showing excessive or excessive not warranted by results of the issuing official. 5. Carrier shall show date on which travel commenced, if known. 6. The transportation shall be obtained in accordance with Executive Order 11246, as amended, relative to equal employment opportunity for all persons without regard to race, color, religion, sex, or national origin, and the implementing rules and regulations promulgated by the Secretary of Labor and Department of Justice. 7. Traveler shall receive from the voucher payment date on exchanges, these vouchers and shall be paid at the same date in effect on that date as published by the Secretary of the Treasury pursuant to the Debt Collection Act of 1982.	<b>DATE TRAVEL COMMENCED</b> FOR CARRIER USE ONLY (See condition 4) SERVICE REQUIRED, (Continued) SERVICE FURNISHED, IF OTHER THAN REQUESTED
<b>INSTRUCTIONS</b> 1. Money must not be furnished in exchange for transportation requests nor any transportation requests be passed through books for collection. 2. Instructions for billing charges on Standard Form 1113, Public Voucher for Transportation Charges, are found in GSA's Federal Property Management Regulations, 41 CFR 101-11.1 which may be purchased from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402. SF 1113 may be purchased from the Superintendent of Documents or reproduced in accordance with 41 CFR 101-11.1 302-6. 3. When charges are payable in foreign funds, designate currency in the block titled "Special Accommodations and Requirements." 4. Travelers must use accompanying vouchers as prescribed by 41 USC 1301 and 41 USC 1311, as amended. Statement by authorizing official or traveler justifying use of transportation voucher must accompany appropriate voucher. Lack of adequate justification may render voucher financially liable. See General Accounting Office standards in 41 CFR 101-11.1 302-6.	1188-130 STANDARD FORM 1188 (BACK) (REV. 4-65)

Figure 24 SF 1169, U.S. GOVERNMENT TRANSPORTATION REQUEST (ORIGINAL)

ALL CHANGES TO Department, agency, destination, address including ZIP code		FISCAL DATA (Department, authorization, etc.)		PLACE AND DATE OF ISSUE	
ISSUING GOVERNMENT OFFICER (Signature and office)					
TRAVELER (Type or print)	OTHERS (Number)	DEPENDENT TRAVEL CHILDREN (Names and ages): <input type="checkbox"/> SPOUSE	SPECIAL ACCOMMODATIONS AND REQUIREMENTS		
CARRIER OR AGENT TENDERED TO	STOP OVER AUTH.	CITIES	CARRIER AND CLASS OF SERVICE (First class, coach, charter, etc.)	EXCESS BAGGAGE AUTHORIZED	
TRANSPORTATION AMOUNT (Traveler MUST ascertain cost of transportation and accommodations, if applicable, and record here)	FROM:	TO:		WEIGHT	PIECES
	TO:	TO:			
	TO:	TO:			
	TO:	TO:			
	TO:	TO:			
\$	(Continue service required on the reverse)				
Ticket agent WILL NOT accept this copy in lieu of original request.					
DO NOT fold, staple, or mutilate		1169-230		STANDARD FORM 1169-A (REV. 4-82) PRESCRIBED BY GSA, FPMR (41 CFR) 101-11.2	
U.S. GOVERNMENT TRANSPORTATION REQUEST MEMORANDUM COPY					

INSTRUCTIONS TO TRAVELER	SERVICE REQUIRED, (Continued)
1. This memorandum copy shall be forwarded in accordance with administrative instructions. 2. Inasmuch as the memorandum copy of the transportation request serves as a very important administrative record, care must be exercised that such copy is legible and complete in all respects when forwarded. 3. Record in the space on the right, the actual service furnished when same is of lesser value than or differs from that requested. Also include reason for the change and sign the statement.	SERVICE FURNISHED, IF OTHER THAN REQUESTED
1169-230	STANDARD FORM 1169-A BACK (REV. 4-82)

Figure 25 SF 1169-A, U.S. GOVERNMENT TRANSPORTATION REQUEST (MEMORANDUM COPY)



THIS IS AN ACCOUNTABLE FORM

BILL CHARGES TO (Embassador agency, Bureau office, without including ZIP code)		FISCAL DATA (Department, authorization, etc.)		PLACE AND DATE OF ISSUE	
ISSUING GOVERNMENT OFFICER (Signature and office)					
TRAVELER (Type or print)	OTHERS (Number)	DEPENDENT TRAVEL CHILDREN (Names and ages) <input type="checkbox"/> SPOUSE	SPECIAL ACCOMMODATIONS AND REQUIREMENTS		
CARRIER OR AGENT TENDERED TO	STOP OVER AUTH.	CITIES	CARRIER AND CLASS OF SERVICE (First class, coach, charter, etc.)	EXCESS BAGGAGE AUTHORIZED	
TRANSPORTATION AMOUNT (Traveler MUST ascertain cost of transportation and accommodations, if applicable, and record here)	FROM:			WEIGHT	PIECES
	TO:				
	TO:				
	TO:				
	TO:				
	TO:				
\$	(Continue service required on the reverse)				
Ticket agent WILL NOT accept this copy in lieu of original request.					
DO NOT fold, staple, or mutilate 1468-322		U.S. GOVERNMENT TRANSPORTATION REQUEST DUPLICATE		STANDARD FORM 1169-B (REV. 4-65) PRESCRIBED BY GSA, FPMR (41 CFR) 101-11.2	

Figure 26 SF 1169-B, U.S. GOVERNMENT TRANSPORTATION REQUEST (DUPLICATE COPY), SF 1169-C, U.S. GOVERNMENT TRANSPORTATION REQUEST (TRIPLICATE COPY) (BOTH PART OF SNAPOUT ASSEMBLY ONLY)

<a href="#">Print Form</a>		<b>U.S. GOVERNMENT</b>		<a href="#">Add Values</a>		<b>TRANSPORTATION REQUEST</b>		CONTROL NUMBER		
<b>NONTRANSFERABLE - PENALTY FOR FRAUDULENT OR PRIVATE USE</b>								<b>B-</b>		
BILL CHARGES TO: <i>(Department/Agency, Bureau/Office, address including ZIP Code)</i>				FISCAL DATA <i>(Appropriation, authorization, etc.)</i>				PLACE OF ISSUE		
ISSUING GOVERNMENT OFFICER <i>(Signature and Office)</i>								DATE OF ISSUE		
TRAVELER <i>(Type or Print)</i>				OTHERS <i>(Number)</i>	DEPENDENT TRAVEL CHILDREN <i>(Names and Ages)</i>			SPOUSE		
CARRIER OR AGENT TENDERED TO										
<b>FOR CARRIER USE ONLY</b>				STOP OVER AUTHORITY	CITIES		CARRIER AND CLASS OF SERVICE <i>(First class, coach, charter, etc.)</i>		EXCESS BAGGAGE AUTHORIZED	
FORM AND TICKET NUMBER	AGENT'S VALUE	AUDITOR'S VALUE	FROM:		TO:		WEIGHT	PIECES		
				TO:						
				TO:						
				TO:						
				TO:						
				TO:						
				TO:						
				TO:						
				TO:						
<b>TOTAL</b>				<i>(Continue service required on the reverse)</i>						
<b>SPECIAL ACCOMMODATIONS AND REQUIREMENTS</b>										
AUTHORIZED FOR LOCAL REPRODUCTION PREVIOUS EDITIONS ARE NOT USABLE				<b>THIS IS AN ACCOUNTABLE FORM</b>			<b>OPTIONAL FORM 1169</b> (REV. 2/2013) <small>PRESCRIBED BY GSA FMR 41 CFR PART 102-118</small>			

**Figure 27 OPTIONAL FORM 1169 GOVERNMENT TRANSPORTATION REQUEST**

REDEMPTION OF UNUSED TICKETS - <i>Original</i>					TICKET NUMBER OR GOVERNMENT TRANSPORTATION REQUEST (GTR)	
DATE	FILE REFERENCE	GOVERNMENT CHARGE CARD NUMBER	DATE TICKET OR GTR ISSUED	NO.:		
PASSENGER'S NAME			PLACE ISSUED			
ORIGIN			DESTINATION			
ATTENTION: Refund is requested for each segment of unfurnished passenger transportation services indicated below. Any unused tickets involved are attached.						
FORM NO.	TICKET NO.	NO. OF PASSENGERS AND FARE BASIS	UNUSED FROM	UNUSED TO	FOR CARRIER'S USE ONLY	AMOUNT OF REFUND
				TOTAL		
REMARKS						
TRANSPORTATION SERVICE PROVIDER'S NAME AND ADDRESS			AGENCY'S APPROPRIATION			
			NAME AND ADDRESS TO WHICH REFUND IS TO BE MADE			

#### INSTRUCTIONS

1. Transportation Service Providers (TSPs) should not effect adjustment by crediting the value of unused tickets in presenting charges on other bills.
2. TSPs should not request that the agency furnish any payment or billing identification of the bill which covered the charges on the Government charge card/U.S. Government Transportation Request involved.
3. The value of each unused ticket that appears in the listing should be inserted by the TSP on the face of the original copy of this form in the column captioned, "Amount of Refund."
4. The original copy should be returned to the agency specified on the form with the check covering the refund due. Check may be made payable to the agency or the "Treasury of the United States."

#### NOTICE

This debt is now due. Payment should be made promptly. Interest on this debt accrues from the date of this notice. Such interest becomes payable and this debt becomes subject to administrative costs and penalty charges, if it is not paid within 30 days of the date of this notice. In order to avoid such interest, administrative costs, and penalty charges, the amount due must be paid within 30 days of the date of this notice. If necessary, it is the intention of the agency to which refund is to be made to collect this claim by administrative setoff. You may inspect and copy agency records pertinent to this debt, obtain an agency review of the decision related to the debt, and propose a written agreement with the agency for the repayment of the debt.

AUTHORIZED FOR LOCAL REPRODUCTION  
PREVIOUS EDITION IS NOT USABLE

STANDARD FORM 1170 (REV. 4/2001)  
Prescribed by GSA, FMR (41 CFR) 102-118

Figure 28 SF 1170, REDEMPTION OF UNUSED TICKETS

<b>TRANSMITTAL FOR TRANSPORTATION SCHEDULES AND RELATED BASIC DOCUMENTS</b>				DATE	
FROM (Name of Bureau or Office)				AGENCY LOCATION CODE (ALC)	
BUREAU OR OFFICE'S ADDRESS					
STREET		CITY		STATE	ZIP CODE
TO:					
<b>General Services Administration, FAS, QMC</b> <b>Transportation Audits Division, QMCAB</b> <b>TRANSPORTATION ELECTRONIC AUDIT LIBRARY</b> <b>Room 1033</b> <b>1800 F Street NW</b> <b>Washington, DC 20405</b>					
TRANSPORTATION ACCOUNTS FOR (Month and year)		SHIPMENT INCLUDES		SCHEDULE NUMBERS*	
		NUMBER OF PACKAGES	NUMBER OF TRANSPORTATION VOUCHERS	BEGINNING	END
EXPLANATION OF BREAKS IN SERIAL SEQUENCE OF SCHEDULE NUMBERS*					
<i>(Continue on plain white paper if necessary)</i>					
<input type="checkbox"/> NO PAYMENT FOR TRANSPORTATION SERVICES HAS BEEN MADE BY THE ABOVE-NAMED OFFICE		PERIOD OF NO PAYMENT (Month and year)			
<b>CONTACT PERSON</b>					
SIGNATURE		E-MAIL			
		TELEPHONE NUMBERS			
NAME OF CONTACT		OFFICE:	AREA CODE	NUMBER	EXTENSION
TITLE OF CONTACT		FAX:	AREA CODE	NUMBER	
AUTHORIZED FOR LOCAL REPRODUCTION Previous edition is not usable		<i>*Agencies not using voucher-schedule (SF 1166) procedures should show the beginning and ending disbursing office voucher</i>		<b>STANDARD FORM 1186 (REV. 1/2014)</b> Prescribed by GSA - FMR 102-118.320	

**Figure 29 SF 1186, TRANSMITTAL FOR TRANSPORTATION SCHEDULES AND RELATED BASIC DOCUMENTS**